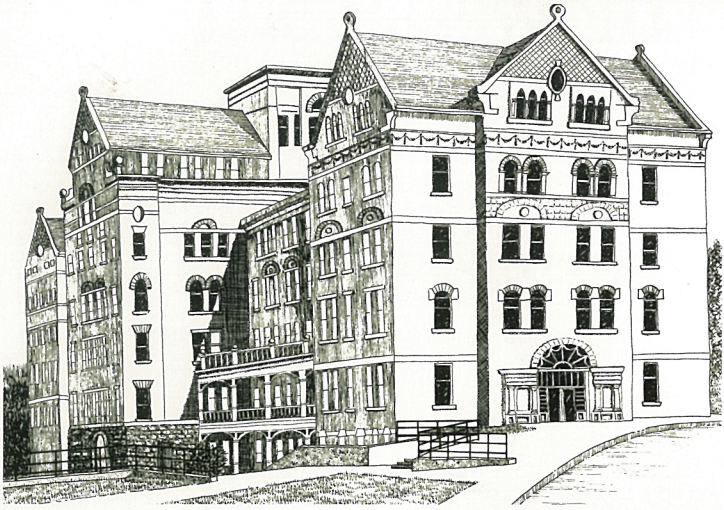

MANSFIELD UNIVERSITY

A Member of the State System of Higher Education

The PASSWORD

1998

1999

The Password

1998/1999

Mansfield University

Name

Street Address, City, State, Zip

Telephone

Overly, One Brent Dreive, Hudson, MA 01749. Printed in Canada

PASSWORD

The *Password* is the student handbook. As a source of information for policies, regulations, services, and activities at Mansfield University, you should use it to supplement other campus publications. The Password does not generally duplicate information found in these other sources. Acceptance of admission to the university constitutes agreement to comply with its policies/regulations and you are responsible for the knowledge of the requirements contained in this publication.

The *Password* is published by the Office of the Vice President for Student Affairs (516 North Hall) and any questions concerning it should be referred there.

Policies stated in the *Password* do not create a cause of action against the State System of Higher Education, the Board of Governors, the Chancellor, Mansfield University, the President of Mansfield University or any other officer, agency, agent or employee of the State System of Higher Education.

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CALENDAR OF EVENTS (98-99)

August

22	Sat	Residence Hall Check-in for New Students
23	Sun	Residence Hall Check-in for Upperclassmen
24	Mon	Academic Orientation Day - Classes Begin 4:00 PM

September

1	Tues	Last Day to Drop Classes
2	Wed	Last day to: Add Classes Submit "Credit-By-Exam" form Submit "Intent to Graduate" form for May & August 1999 Submit "Pass/Fail Option" Card Submit "Repeat of Course" Card
7	Mon	Labor Day - No Classes
8	Tues	FOLLOW MONDAY SCHEDULE
15	Tues	Last Day to Submit "Incomplete" Grades
22	Tues	Last Day to Complete "Credit-By-Exam"
25-26	Fri-Sat	**Fabulous 1890's Weekend**
26	Sat	**Parents'/Family Day**

October

9	Fri	Mid-Semester Grades Due
12	Mon	Fall Holiday, No Classes
17	Sat	**Homecoming**
23	Fri	Last Day to Withdraw From a Course

November

2	Mon	Registration for Spring Semester Begins
25-27	Wed-Fri	Thanksgiving Holiday, No Classes
25	Wed	Residence Halls Close 10 AM
29	Sun	Residence Halls Open at Noon
30	Mon	Classes Resume

December

4	Fri	Fall Semester Classes End 10 PM
5-6	Sat-Sun	Reading Period
7-10	Mon -Thu	Final Examination Period
11	Fri	Residence Halls Close at 10 AM
12	Sat	Fall Commencement
14	Mon	Fall Semester Grades Due (12 Noon)

January

10	Sun	Residence Halls open at Noon
11	Mon	Classes Begin 8 AM
18	Mon	Last Day to Drop Classes
19	Tues	Last Day to: Add Classes Submit "Credit-by-Exam" form Submit "Intent to Graduate" form for December 1999 Submit "Pass/Fail Option" Card Submit "Repeat of Course" Card

February

1	Mon	Last Day to Submit "Incomplete" grades
8	Mon	Last Day to Complete "Credit-By-Exam"

March

1	Mon	Mid-Semester Grades Due
6	Sat	Residence Halls Close at 10 AM
8-12	Mon-Fri	Spring Holiday - No Classes
14	Sun	Residence Halls Open at Noon
15	Mon	Classes Resume at 8 AM
19	Fri	Last Day to Withdraw From A Course

April

5	Mon	Registration for Fall Semester Begins
30	Fri	Spring Semester Classes End

May

1-2	Sat-Sun	Reading Period
3-6	Mon-Thu	Final Examination Period
7	Fri	Residence Halls Close
8	Sat	Spring Commencement
10	Mon	Semester Grades Due (12 Noon)

MONday 17

TUESday 18

WEDNESday 19

THURSday 20

FRIday 21

SATURday 22 • Residence Halls Open for New Students

SUNday 23 • Residence Halls Open for Returning Students

ACTIVITY FEE

An activity fee of $100 per semester is required of all regularly enrolled undergraduate students. This money is distributed by the Committee on Finance of the Student Government Association to support the student activities on campus.

BOOKSTORE

The Campus Bookstore is operated by College Community Services. Any operating surplus accrues to College Community Services for the furtherance of student life. The store is open from 8 a.m. to 4:10 p.m. Monday, Tuesday, Thursday and Friday and 8 a.m. to 7 p.m. on Wednesday. During the first week of classes, the store is open special hours, as posted, to aid students in purchasing textbooks, toilet supplies, clothes, etc.

CHANGE OF ADDRESS

HOME - If your home address changes, notify the Records Office.
LOCAL OFF-CAMPUS - If your off-campus address changes, notify the Housing Office, 120 Pinecrest.

CHANGE OF NAME

If you marry, or otherwise have a change of name, and continue as a student, please notify the Records Office immediately.

DINING HALL INFORMATION

(See dining hall brochure available from Food Service Office).

HEALTH SERVICES

Primary medical care is provided at the university's clinic located on campus in Maple B. There is no additional cost for basic care beyond the health fee paid each semester. There is a fee, however, for specialized services such as tests and x-rays.

Both the residence hall staff and campus police are trained to deal with medical emergencies. Community ambulance service is available on a 24-hour basis to transport serious emergencies to local hospitals as required. (For detailed information, see the health services brochure available from the Residence Halls and the Office of Student Affairs).

IDENTIFICATION CARDS

The university identification card (I.D.) is issued to students, faculty, and staff. It must be carried at all times and shown upon request to authorized university personnel.

I.D.'s are examined at the library, at athletic events, and at various campus activities. Residence hall students will have a sticker placed on their I.D. card with their residence hall listed.

Replacements and new I.D.'s are available for $10 in the CCSI Office, Manser Hall. ID's are also a student's meal card and can be used as a cash debit card.

MONday 24

- Academic Orientation Day
- Classes Begin at 4:00 PM
- Convocation - Straughn Auditorium - TBA

TUESday 25

WEDNESday 26

THURSday 27

- Comedy Program - The Hut - 8:00 PM (free & open to public)

FRIday 28

SATURday 29

SUNday 30

LOST AND FOUND

Articles lost or found on campus are turned in at the University Police Office located in Doane Center. At times, articles found in a residence hall are turned in at the main desk of that hall. Should you lose something of value, you should check both locations.

MOTOR VEHICLE REGISTRATION

Regulations pertaining to parking and vehicle use are available at the University Police Office, and are also distributed when registering your vehicle.

PROHIBITED SUBSTANCES

The use and/or possession of alcoholic beverages, drugs and controlled substances prohibited by law is a violation of university policy and their use on campus is strictly forbidden.
(See Drug and Alcohol Abuse Policy)

REFUNDS AND ADJUSTMENTS (The following information is subject to change without notice)

WITHDRAWING FROM THE UNIVERSITY (degree-seeking students only)

Tuition, housing, and miscellaneous fees will be adjusted for returning students according to the EIGHT WEEK refund schedule. Students attending the university for the first time will be adjusted according to the TEN-WEEK refund schedule. Dining adjustments are pro-rated on a weekly basis.

Returning Student	First Time Student
First day of class 100%	100%
First Week 90%	90%
Second Week 90%	80%
Third Week 50%	80%
Fourth Week 50%	70%
Fifth Week 25%	60%
Sixth Week 25%	60%
Seventh Week 25%	50%
Eighth Week 25%	50%
Ninth Week ..... No Refund	40%
Tenth Week ..... No Refund	30%
Eleventh Week & Beyond .... No Refund	No Refund

Please refer to Summer Catalogs for summer session refund schedules.

Dropping A Course: Tuition and miscellaneous fees will be adjusted at 100% through the drop period. There is no fee adjustment for course withdrawals. ALL REQUESTS FOR REFUNDS MUST BE IN WRITING TO THE REVENUE OFFICE.

Non degree-seeking students: In order to receive a financial adjustment, classes must be dropped during the drop period.

September is National Hispanic Heritage Month

MONday 31

TUESday 1

- Last Day to DROP Classes
- New Student Seminar (Expectations) - Allen Lecture Hall - 1:00 PM
- New Student Seminar (Student Involvement and Learning Outside the Classroom) - Allen Lecture Hall - 6:30 PM

WEDNESday 2

- Last Day to ADD Classes

THURSday 3

- New Student Seminar (Library Resources) - Allen Lecture Hall - 1:00 PM

FRIday 4

- Zanzibar - The Hut - 10:00 PM - 2:00 AM

SATURday 5

- Cross-Country @ SUNY-Brockport - 12:00 PM
- Darien Lake Bus Trip (Call X4980 for more information)
- Football @ West Liberty - 1:00 PM
- Zanzibar - The Hut - 10:00 PM - 2:00 AM

SUNday 6

Confirmation: "Current charges, less financial aid, divided by two, plus beginning balance." Confirmation is the automated process that we currently use to confirm schedules if students have met their financial responsibility. If the confirmation payment is not received by the due date, classes are dropped.

Financial adjustments will not be approved after the semester ends. All petitions should be initiated timely to allow for a decision prior to the end of the semester.

HOUSING AND DINING FEES

Students residing in the residence halls will be assessed for dining charges whether or not services are utilized. Dining exemption forms for medical reasons are available at the Office of the Vice President for Student Affairs and must be initiated prior to the beginning of the semester.

Dining charges will be refunded on a weekly basis upon withdrawal or if you are a non-residence hall student who desires to discontinue the dining privilege.

The housing fee will be refunded in accordance with the preceding schedule when you voluntarily leave the residence hall with the approval of the Director of Residence Life.

Unused flex dollar balances are carried over from fall to spring semester only. **All** credit balances are forfeited at the end of the spring semester. Unused flex dollars will be refunded for the **current** semester **only** in the case of a withdrawal from the University.

Meal plans cannot be changed after the beginning of the semester.

Dining plans are available for off campus students upon request. Please contact the Revenue Office for further information.

Financial Aid Information

Any regularly admitted student at Mansfield University is able to apply for financial aid. Eligibility is determined by the data provided on the Free Application for Federal Student Aid (FAFSA) and the university's own campus-aid application. It is important that all students adhere to the following aid deadlines:

March 15th - M.U. Scholarship Deadline
April 1st - Campus-aid deadline for fall semester

May 1st - PHEAA deadline (apply through FAFSA)
Nov 1st - Campus aid deadline for spring semester

While a student does not have to have their FAFSA on file until May 1 for State Grant consideration, it is recommended that a student complete the FAFSA by March 1 so that they can be considered for all programs.

The following refund and Repayment Policy is being published as part of the federal disclosure requirements:

SEPTEMBER 1998

MONday 7

- Labor Day - No Classes

TUESday 8

- Follow Monday Class Schedule
- New Student Seminar (Relationships) - Allen Lecture Hall - 6:30 PM

WEDNESday 9

- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM

THURSday 10

- New Student Seminar (Computer Resources) - Allen Lecture Hall - 1:00 PM

FRIday 11

- MAC Movie - 8:00 PM followed by Zanzibar - The Hut - 10:00 PM - 2:00 AM

SATURday 12

- Cross-Country @ SUNY-Oswego - 12:00 PM
- Field Hockey @ Home vs SUNY-Brockport - 1:00 PM
- Football @ Home vs Westminster - 1:00 PM
- MAC Movie - 8:00 PM followed by Zanzibar - The Hut - 10:00 PM - 2:00 AM

SUNday 13

- Field Hockey @ Home vs Bentley - 12:00 PM
- Greek Rush

Financial aid awards are traditionally disbursed during the fifth or sixth week of the semester. Students that are eligible for a refund will be notified by mail when checks become available for distribution. Refund checks must be picked up in person at the Revenue Office, 101 South Hall.

Refund Allocation Policy: If you receive financial aid and withdraw, the university may have to return Title IV aid to the various programs in the following order: 1) Federal Unsubsidized Loan 2) Federal Subsidized Loan, 3) Federal PLUS Loan, 4) Federal Perkins Loan, 5) Federal Pell Grant and 6) Federal SEOG grant.

Refunds allocated to a particular program will not exceed the aid originally awarded to a student in that particular program.
Repayment Allocation Policy: In keeping with new Federal regulations, Mansfield University will return Title IV repayments to the appropriate programs in the following manner: 1) Federal Perkins Loan, 2) Federal Pell and, 3) Federal SEOG Grant.

Under no circumstances will the amount allocated to a particular program be in excess of the amount a student received from that program.

Institutional Aid Priority Policy: We will apply financial aid to cover institutional charges in the following order: 1) Scholarships (including Athletic Grants), 2) State Grants, 3) Federal Scholarship, 4) Federal Pell Grant, 5) Federal SEOG Grant, 6) Tuition/fee Waivers 7)Federal Perkins Loan, 8) Federal Stafford Loan, 9) Federal Unsubsidized Loan (Independent Students Only), and 10) Federal PLUS Loan.

In addition, campus wide crime statistics and graduation rates are available from the appropriate department upon request.

Students may obtain in-depth information on all financial aid programs through the different publications available in the Financial Aid Office in 107 South Hall.

GENERAL POLICIES

Health Insurance

Students are strongly encouraged to have some type of accident/health insurance. The university makes a low cost accident/health insurance policy available if you don't have some other coverage. Inquire at the Student Affairs Office.

Student Activity Fees

Student Activity Fees are collected to support a broad range of campus organizations and activities. About 40 active organizations and activities are funded by these monies.

Allocation and expenditure of Student Activity Fees are determined by the 14-student member Committee on Finance, a committee of the SGA, and approved by the SGA and the university president.

The procedure for requesting funds and the criteria upon which allocations are made are contained in the Committee on Finance by-laws which are available through the Office of Student Affairs. Student Activity Fee monies may not be used for any type of partisan political endorsement or for contributions to the campaign fund of any

MONday 14

- Greek Rush

TUESday 15

- Greek Rush
- Field Hockey @ Marywood - 4:00 PM
- Last Day to Submit "Incomplete" Grades
- New Student Seminar (Campus Offices and Resources) - Allen Lecture Hall - 1:00 PM
- New Student Seminar (Diversity) - Allen Lecture Hall - 6:30 PM

WEDNESday 16

- Greek Rush
- Lecture Series (Kate Chopin's The Awakening and Our Times) - Manser/North Dining - 4:00 PM
- Open Mic Night - Coffeehouse - 8:00 PM

THURSday 17

Citizenship Day

- Greek Rush
- New Student Seminar (Time Management) - Allen Lecture Hall - 1:00 PM
- Northern Appalachian Storytelling Festival - Straughn Auditorium - TBA

FRIday 18

- Greek Rush
- 5-Star Dining - Manser/North Dining - 6:00 PM
- Karaoke Talent Contest - Zanzibar - 9:00 PM
- Northern Appalachian Storytelling Festival - Straughn Auditorium - TBA
- Regular Zanzibar - Following Talent Contest

SATURday 19

San Gennaro Day

- Cross-Country @ Baptist Bible College - 11:00 AM
- Field Hockey @ Philadelphia College of Textiles - 12:00 PM
- Football @ Ithaca - 1:00 PM
- Northern Appalachian Storytelling Festival - Straughn Auditorium - TBA

SUNday 20

- Field Hockey @ York - 1:00 PM
- Joseph Murphy Faculty Saxophone Recital - Steadman - 3:00 PM
- Northern Appalachian Storytelling Festival - Straughn Auditorium - TBA

candidate for elective office. Monies may be used, however, to pay speaker's fees to political figures.

RESIDENCY STATUS

Effective Fall '98, New York residents of the following 16 counties are considered "Good Neighbors" and are eligible for a reduced undergraduate tuition rate: Broome, Cayuga, Chemung, Cortland, Livingston, Monroe, Onondaga, Ontario, Oswega, Schuyler, Seneca, Steuben, Tompkins, Tioga, Wayne and Yates.

New York residence requirements will follow the same basic criteria used in determining PA residency plus establishing the New York county the student and/or parent resides.

You will be classified as a Pennsylvania resident for instructional fee purposes if you have a Pennsylvania domicile. Domicile is the place where one intends to and does in fact permanently reside. The determination of whether you intend to reside indefinitely in Pennsylvania is necessarily subjective. Documentary evidence, statements from disinterested persons, and the presumptions set forth in the catalog will be considered when domicile status needs to be determined. You may challenge your residence classification by filing a written petition with the controller. The effective date of any reclassification resulting from this challenge will be determined by the controller based on when the petition was filed. When you change your domicile from Pennsylvania to another state you must promptly give written notice to the university. (See the catalog for complete procedure.)

SOLICITING

No one is permitted to sell or advertise any commodity on the university campus without the written approval of the Vice President for Student Affairs. If you wish to do so, or if any off-campus organization approaches you, refer them to the vice-president so they may go through the proper procedures. Door-to-door soliciting is never allowed.

STUDENT GOVERNANCE

There are several opportunities for you to become involved in governance activities at Mansfield. The Student Government Association (SGA) is the campus-wide representative body for all MU students and consists of an executive board of officers and a student senate.

The All Residence Hall Council (ARHC) is the governing body for residence hall students. ARHC is responsible for most of the activities that occur within the residence halls. Each fall representatives to each building's Hall Council are elected from each residence hall floor.

SPECIFIC POLICIES

Absence Policy

Regular and punctual class attendance is expected. Documented excuses because of illness, serious mitigating circumstances, or absences because of official university representation will be accepted by all faculty, thus permitting you to make-up missed tests and/or assignments in a reasonable manner at the instructor's discretion.

MONday 21
Rosh Hashanah

TUESday 22
First Day of Autumn

- Last Day to Complete "Credit-By-Exam"
- New Student Seminar (Study Skills) - Allen Lecture Hall - 1:00 PM
- New Student Seminar (Relaxation/Stress Management) - Allen Lecture Hall - 6:30 PM

WEDNESday 23

- Clyde Peeling (Reptiland Presentation)- Manser Lobby - 11:30 AM - 1:30 PM
- Field Hockey @ Bloomsburg - 4:00 PM

THURSday 24

- New Student Seminar (Academic Advising) - Allen Lecture Hall - 1:00 PM

FRIday 25

- Comedian - The Hut - 8:00 PM (Open to the public) followed by regular Zanzibar - 10:00 PM - 2:00 AM
- **FABULOUS 1890'S WEEKEND**

SATURday 26

- **FABULOUS 1890'S WEEKEND**
- Cross-Country @ Alfred - TBA
- Field Hockey @ Home vs East Stroudsburg - 1:00 PM
- Football @ Home vs California - 1:00 PM
- **PARENTS/FAMILY DAY**
- Prism Concert - Steadman - 8:00 PM

SUNday 27

- Prism Concert - Steadman - 3:00 PM
- Baseball @ SUNY-Binghamton - 12 noon

In courses where classroom participation is an integral component, your attendance is essential and may influence your final grade. If applicable to your course, the instructor will explain that relationship when giving criteria for evaluation **during the first week of class.**

N.B. In cases where absence from class is due to an extenuating circumstance (e.g. serious illness, death in the family, accident, etc.), it is helpful for a student to obtain appropriate documentation, where possible.

Academic Integrity Policy
You are expected to do your own academic work. Dishonesty in academic work in any of its forms, including cheating, academic misconduct, fabrication, plagiarism, is unacceptable. Faculty are expected to instruct students in ways of avoiding these forms of academic dishonesty. Faculty are also responsible for assessing and reporting all charges of academic dishonesty to the provost. Procedures faculty will use to initiate disciplinary action in cases of academic dishonesty are outlined in this publication. (See Procedures)

Faculty are responsible for apprising students of course evaluation criteria, for adherence to the stated criteria, and for determining grades in a fair and equitable manner. If a student charges that a faculty member has discharged professional duties in an improper, arbitrary, discriminatory, or otherwise unjustified manner, complaints may be properly considered by means of the procedures outlined in this publication. (See Procedures)
All charges will be reported to the provost; some charges may be referred to the Formal Administrative Board as described in the Judicial System section of this publication.

Academic Standards Review Board Policy
If your total quality point average at the end of any semester falls below the minimum standard required to remain in school, a dismissal letter will be sent, notifying you of that action. If this is your first dismissal from Mansfield, you have, through your own initiative, the opportunity to appeal before the Academic Standards Review Board. A reinstated student is eligible to attend university classes. (See Procedures)

Add/Drop Policy
You may add a course during the first seven working days of a semester and/or drop a course during the first six working days of a semester. After the drop period you may withdraw from a course until 4 p.m. of the last day of the ninth week of classes. A "W" will be recorded on your record and will not be calculated in the Q.P.A. Withdrawal From a Course Forms are available from the Academic Records Office. You must complete the form with the required signatures and return the form to the Academic Records Office.

Credit by Examination Policy
Matriculated students who feel they have already mastered the material in a Mansfield course may request permission to challenge the course by examination. This does not include courses in the areas of independent study, ensemble, or other group participation courses, student teaching or pre-professional experience, seminars or selected topics, and laboratory experience unless special permission is provided by

September is National Hispanic Heritage Month

MONday 28

TUESday 29

- New Student Seminar (Wrap-up Discussion) - Allen Lecture Hall - 1:00 PM
- Premium Dining - Manser/North Dining - 4:30 PM

WEDNESday 30

Yom Kippur

THURSday 1

- International Discussion Hour - MLK Center - 1:00 PM

FRIday 2

- MAC Movie - 8:00 PM - followed by Zanzibar - The Hut - 10:00 PM - 2:00 AM

SATURday 3

- Cross-Country @ SUNY-Geneseo - TBA
- Elizabeth Lane Senior Flute Recital - Steadman - 4:00 PM
- Field Hockey @ Shippensburg - 1:00 PM
- Fine Arts Series - St. Lawrence String Quartet - Steadman - 8:00 PM
- Football @ Home vs Millersville - 1:00 PM
- MAC Movie - 8:00 PM - followed by Zanzibar - The Hut - 10:00 PM - 2:00 AM

SUNday 4

- Konrad Owens Faculty Clarinet Recital - Steadman - 3:00 PM

the department offering the course and the Office of the Provost/Vice President for Academic Affairs. Students may not challenge a course in which they have demonstrated competency by passing a more advanced course. Students may not challenge a course which has been waived because of demonstrated competency or advanced placement.

A student wishing to challenge a course by examination may obtain the appropriate forms and procedures from the Academic Records Office.

Drug and Alcohol Abuse Policy

MU is an active member of the Network of Colleges and Universities Committed to the Elimination of Drug and Alcohol Abuse. The standards of the network have also been adopted by the Board of Governors of the State System of Higher Education as policy for all state universities.

MU has the responsibility to provide a drug free environment where the use of alcohol and other drugs do not interfere with learning. For this reason, the possession, distribution, and/or use of alcohol and other drugs on the MU campus is prohibited. Persons violating this prohibition will face university disciplinary sanctions, and/or arrest by university police. University disciplinary actions will include an educational component to encourage the individual's acceptance of the responsibility for his/her own choices and behavior.

MU will educate and provide information to the campus community for the purpose of preventing the abuse of alcohol and other drugs. The university will also provide counseling and referrals for persons with alcohol or other drug problems.

Educational Records Confidentiality Policy

MU collects and maintains data and information about students for designated periods of time and for the express purpose of facilitating their educational development. The university recognizes the privacy rights of individuals, as guaranteed by the Family Rights and Privacy Act of 1974 and the Pennsylvania Right-to-Know Law of 1957, yet attempts to balance those rights with the institution's need for information relevant to the fulfillment of its educational missions. As such, the university has an approved policy on THE CONFIDENTIALITY OF STUDENT RECORDS which outlines all procedures that apply to the collection, maintenance and release of such records. Copies of this policy are on file in the library or may be obtained at the Student Affairs Office, 516 North Hall.

Students should be aware that the following information is considered "Public Information" and may be made available without prior consent and is considered part of the public record of a student's attendance: name, address, phone number, date/place of birth, major, participation in activities/sports, weight/height of members of athletic teams, dates of attendance, degrees/awards received and most recent educational institution attended. Any student wishing to prevent the public disclosure of this information may request same by contacting the Office of Student Affairs prior to the close of the first week of classes of any given academic semester. Such a request, however, must be to prevent the public disclosure of all the aforementioned information.

MONday 5
Sukkot

TUESday 6
- Ebony Discussion Hour - MLK Center - 1:00 PM
- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM

WEDNESday 7
- Field Hockey @ Home vs Indiana University of PA. - 3:30 PM
- Lecture Series (How to Protect What's Left of Your Privacy) - Manser/North Dining - 4:00 PM

THURSday 8
- International Discussion Hour - MLK Center - 1:00 PM
- Jim Karol's Madman Casino Night - The Hut - 8:00 PM

FRIday 9
- Mid-Semester Grades Due
- 5-Star Dining - Manser/North Dining - 6:00 PM

SATURday 10
- Barry Bernstein Percussion - Steadman - 9:30 AM - 2:30 PM
- Cross-Country @ Bloomsburg - TBA
- Elizabeth Lane Senior Flute Recital - Steadman - 4:00 PM
- Field Hockey @ Mercyhurst - 2:00 PM
- Football @ West Chester - 1:30 PM

SUNday 11

Firearms and Weapons Permits Procedure

1. All firearms must be registered through the Campus Police Office.
2. All firearms must be stored, unloaded, in gun lockers in the Campus Police Office. Students possessing a state permit to carry a concealed weapon must report directly to the Campus Chief of Police. The student will be permitted to carry a concealed weapon only with the additional understanding of both the Chief of Police and the Vice President of Student Affairs.
3. Firearms may be checked out of the Campus Police Office at any time with the proper identification.
4. Campus police will maintain an in/out signed log identifying exact date/times of firearm transfers. Each firearm will be identified on a registration form with an attached number affixed to the weapon while in storage.
5. Ammunition, hunting knives, bows and archery equipment will also be maintained in the Campus Police Office.
6. Students are to exercise extreme caution when transporting firearms to and from the Campus Police Office.

Handicapped Policy - Americans with Disabilities

Section 504 of the Rehabilitation Act of 1973 provides that "no otherwise qualified handicapped individual shall, solely by reason of his/her handicap, be excluded from the participation in, be denied the benefits of, or be subject to discrimination under any program or activity receiving federal financial assistance." Section 504 prohibits discrimination against handicapped individuals in recruitment, testing, admissions or after being admitted to a college/ university. Public law 101-336, known as the Americans with Disabilities Act of 1990 ("ADA"), prohibits discrimination against the disabled in employment and in their access to the facilities, goods, and services of most public places including colleges, universities, and other educational institutions, and many businesses. Mansfield University is committed to making the necessary adjustments in order that persons who are mentally and/or physically challenged are able to fulfill academic requirements and to ensure that they are not excluded from employment or services because of their disabling condition. Inquiries may be directed to the Affirmative Action Office, Alumni Hall - Room 112, or call (717) 662-4051 (TDD 717/662-4800).

Independent Study/Individualized Instruction Policies

Independent Study is available in each curricular field. The appropriate curricular prefix precedes the course number, 497, and the credit hours vary from 1 to 3. Independent Study may be repeated for more than 3 credit hours total, but each Independent Study project may be for no more than 3 credit hours.

Independent Study is an activity initiated by the student to increase his/her already advanced knowledge in a particular academic discipline. The subject is examined in an intensive manner with guidance by a faculty member who has special expertise in that field.

Independent Study should be distinguished from Individualized Instruction which is available to students on a restricted basis. Permission to take a course by Individualized

MONday 12

Columbus Day (US)
Thanksgiving Day (C)
Shemini 'Atzeret

- Fall Holiday - No Classes

TUESday 13

Simchat Torah

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 14

- Field Hockey @ Home vs Lock Haven - 4:00 PM
- Homecoming Queen/King Balloting - Manser Lobby - 10:00 AM - 4:00 PM

THURSday 15

- Homecoming Queen/King Balloting - Manser Lobby - 10:00 AM - 4:00 PM
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 16

- Gershwin Jazz Concert - Steadman - 8:00 PM
- Homecoming Pep Rally - 8:00 PM

SATURday 17

- Cross-Country @ University of Pittsburgh-Bradford - 10:30 AM
- Field Hockey @ Home vs Slippery Rock - 1:00 PM
- Football @ Home vs Kutztown - 1:00 PM
- **HOMECOMING**

SUNday 18

- Valerie Eisenhour Senior Voice Recital - Steadman - 3:00 PM

Instruction is reserved for students who are close to graduation and who have not been able to meet a degree requirement either because the course has not been available or because of some other mitigating circumstances.

To register for Independent Study or Individualized Instruction, you prepare a contract (available at the Student Records Office) which must be approved by the faculty director, chairperson and provost.

Sexual Harassment Policy

Harassment on the basis of sex is a violation of Title VII of the U.S. Civil Rights Act, Title IX of the Education Amendments of 1972, and of the Pennsylvania Human Relations Act. Both because Mansfield University is obliged to conform to these regulations, and because of the university's commitment to providing an environment within which each person can learn and work to his or her fullest capacity, the university will not tolerate sexual harassment.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature. Sexual harassment occurs when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or of a student's academic status or treatment;
2. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions affecting such individual; or
3. Such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile, or offensive working or academic environment

Persons who believe themselves to be the victims of sexual harassment, or who have questions about the university's policy on this matter should contact the Affirmative Action Office, Alumni Hall - Room 112, or call (717) 662-4051 (TDD 717/662-4800). Existing affirmative action guidelines will be used in processing complaints.

Sexual Assault Policy

Because Mansfield University seeks to provide an environment that protects the rights and well-being of everyone on campus, in an atmosphere of mutual respect between men and women, the university will not tolerate sexual assault against any person by a member of the university. Judicial action **may** be taken by the university's Judicial system, whether or not action is pursued under the Commonwealth's criminal or civil codes. Severe penalties, including dismissal, may be imposed by the university judicial system.

Mansfield University encourages men and women to take the initiative in stopping sexual assault on campus. Victims, however, are not required to resist the perpetrator in any manner and are in no way at fault if they fail to avoid the assault.

(Please refer to the complete Sexual Assault Policy brochure for further information.)

MONday 19
Diwali
- AOD EDUCATION WEEK

TUESday 20
Birth of the Bab
- AOD EDUCATION WEEK
- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 21
- AOD EDUCATION WEEK
- Field Hockey @ Kutztown - 3:00 PM
- Lecture Series (Student Journalism in the New Millenium: The Battle for Press Freedom Continues) - Manser/North Dining - 4:00 PM

THURSday 22
- AOD EDUCATION WEEK
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 23
- AOD EDUCATION WEEK
- Karaoke Talent Contest - Zanzibar - 9:00 PM
- Last Day to Withdraw From a Course
- Regular Zanzibar - Following Talent Contest

SATURday 24
United Nations Day
- Bus Trip to Washington DC (Call X4980 for more information)
- Cross-Country @ Gettysburg - 10:45 AM
- Field Hockey @ Millersville - 12:00 PM
- Football @ Lock Haven - 1:00 PM
- Men's Chorus - Big Sing! - Steadman - TBA
- Choral Concert - Steadman - 8:00 PM

SUNday 25
- Octubafest - Steadman - 8:03 PM

Daylight Savings Time Ends - set back 1 hour

Statement on Racism

The climate of a university must provide a supportive environment for the pursuit of knowledge and truth. A university has an obligation to serve as a progressive, enlightening social force. MU has a proclaimed mission to provide a "stimulating, continuous pursuit of knowledge and understanding" for students, faculty and staff. In this university, behavior which demonstrates racism is unacceptable and inconsistent with all the institution represents.

It is everyone's responsibility to create a social order that is free of discrimination. We are obligated to examine our own behavior and to provide role models for others which are free of racism and other actions which either diminish the self-esteem of any person or create an atmosphere in which their striving for competence is diminished.

We believe racism and discrimination -overt or covert- to be wrong. Discrimination is the result of unenlightened, uneducated beliefs. It is our intent to provide a climate of educational opportunity, acceptance and celebration of diversity.

If any member of the university community is subjected to behavior which they believe is racist or discriminatory, they should contact the Affirmative Action Office, Alumni Hall - Room 112, or call (717) 662-4051 (TDD 717/662-4800).

Statement of Diversity

MU graduates are expected to participate in a world that has been enriched by knowledge and insights that require diverse peoples to live and work together. An academic community that values diversity by words and actions provides the best environment in which students can learn the social skills necessary to participate in our multi-cultural environment.

The MU Council of Trustees reaffirms the purposes of the founders of Mansfield University to "Strive to make education universal; that the rich and the poor; the child of those who have power and place, and those who tread the lowly paths of life, shall receive alike the blessings of education and invite equally and alike, without distinction of sex, or color, or race, or creed, or party, the children of all who may desire to participate of the opportunities here offered. That is the highest purpose for which Mansfield may be praised. "Simon B. Elliott ", 1912.

Smoking/Tobacco Policy

1. This policy is consistent with both the Pennsylvania Clean Air Act and the existing policy adopted by the State System of Higher Education Board of Governors. Any concerns with this policy or reports of violation should be addressed to the Vice President for Administration and Finance.
   There is to be no smoking or the use of smokeless tobacco products in MU buildings, except in designated smoking areas. No smoking will be permitted in common areas, reception areas, conference rooms or other places where groups or committees may convene. Smoking is permitted in designated private offices. The entrances to all buildings will be appropriately signed.
2. The use of smokeless tobacco will be permitted in smoking areas only, provided that users of these products discard the expectorant in toilets and not in common ash trays and common waste containers.

MONday 26

November is National American Indian Heritage Month

TUESday 27

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 28

- Field Hockey @ Home vs Houghton - 3:00 PM
- Open Mic Night - Coffeehouse - 8:00 PM

THURSday 29

- International Discussion Hour - MLK Center - 1:00 PM
- PA Collegiate Choral Festival at Juniata - TBA

FRIday 30

- PA Collegiate Choral Festival at Juniata - TBA
- Octoboefest - Steadman - 8:00 PM
- Zanzibar Program - 8:00 PM...Rocky Horror Picture Show & Annual Pumpkin/Costume Contest with prizes, food & drink - Zanzibar - 12:00 AM

SATURday 31

Halloween
Reformation Day

- PA Collegiate Choral Festival at Juniata - TBA
- Cross-Country @ PSAC - Clarion - TBA
- Football @ Cheyney - 1:00 PM
- Swimming @ Home Mansfield Relays - TBA

SUNday 1

All Saints Day
Dusserah

- Choral Concert - Steadman - 7:00 PM

3. The Vice-President for Administration is responsible for the designation of buildings and those appropriate smoking areas. Requests to designate additional "SMOKING AREAS" or deletion of these areas should be addressed to the Vice President for Administration who will make the decision after consulting, where appropriate, with other cabinet members, and the Administrative Affairs Committee of the Faculty Senate.
4. The All Residence Hall Council has policies on smoking and use of smokeless tobacco which will continue to be in effect.

SEX DISCRIMINATION - NONDISCRIMINATION POLICY

It is the policy of Mansfield University to assure a work, educational, and residential environment free of unlawful discrimination because of race, color, religion, disability, ancestry, national origin, age, or sex (including sexual harassment). The full policy, which defines discrimination within the spirit and intent of federal, state, and local laws, is available in the Affirmative Action Office. The office is located in Alumni Hall - Room 112. If you feel you have been subjected to unlawful discrimination, or have questions about the policy contact the Affirmative Action Office at 717/662-4051 (TDD 717/662-4800).

PROCEDURES

Academic Integrity Procedures

Academic Dishonesty

Faculty members will complete an Academic Dishonesty Form before confronting a student with a charge of academic dishonesty, which includes cheating, plagiarism, academic misconduct, and fabrication. The instructor sends the completed form to the provost.

Due Process/Complaints

Complaints which may be properly considered by means of the following procedures include, but are not limited to, complaints about grades or changes in requirements for a course during the semester. Complaints about grades may, among other things, be based upon racial, sexual or religious discrimination or other forms of favoritism; arbitrary, capricious, or unreasonable methods of evaluation; lack of precautions taken by the instructor against cheating or plagiarism; or unfair penalties for legally recognized absences from class or examination.

A. The student should first present the complaint, orally and informally, to the faculty member involved.
B. If no agreement is reached at Step A, the student may prepare a written complaint which contains supporting evidence and indicates the desired solution. This complaint must be submitted to the departmental chairperson and the faculty member within 20 regular semester class days of the date on which the student became aware, or should have become aware, of the occurrence leading to the complaint. The faculty member, the student and the chairperson shall meet to discuss the complaint. The chairperson may conduct whatever informal investigation seems necessary and should attempt to achieve a negotiated settlement. If the complaint is directed against the departmental chairperson,

MONday 2
- Registration for Spring Semester Begins

TUESday 3
Election Day
- Ebony Discussion Hour - MLK Center - 1:00 PM
- 5-Star Dining - Manser/North Dining - 6:00 PM

WEDNESday 4
Guru Nanak's Birthday

THURSday 5
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 6
- Swimming @ Edinboro Relays - TBA
- Zanzibar - 10:00 PM - 2:00 AM

SATURday 7
- Choral Concert - Steadman - 8:00 PM
- Football @ Home vs Bloomsburg - 1:00 PM
- Swimming @ Bloomsburg - 1:00 PM
- Zanzibar - 10:00 PM - 2:00 AM

SUNday 8
- Jennifer Lunde Senior Saxophone Recital - Steadman - 3:00 PM

the written complaint must be submitted to the provost/vice president for academic affairs who shall select a senior member of the department to fill the chairperson's role in this procedure.

C. If the student is still unsatisfied, he/she may have a hearing before a committee especially formed for the purpose. The request for such a hearing must be presented to the provost/vice president for academic affairs within five regular semester class days of the meeting required in Step B. This request must be accompanied by a copy of a written complaint, which may be redrafted before it is submitted.

D. The committee to hear the complaint shall be composed of three faculty members, two students, and the designee of the Director of Residence Life who shall be a non-voting member and shall serve as chairperson. The chairperson shall be responsible for scheduling and conducting committee meetings and for insuring that the procedures described herein are carried out. The three faculty members of the committee shall be chosen by the chairperson from a list of faculty who have agreed to serve on hearings. The two student members shall be selected by the executive committee of the Student Government Association and the vice president for student affairs. The committee shall adopt its own rules of procedure, consistent with these guidelines.

E. The student and the faculty member shall each appear before the committee at the same time. Each may be accompanied by a member of the academic community to act as an advocate.

F. The student and the faculty member may each present to the committee such witnesses as they feel are desirable.

G. The committee may conduct an investigation and collect evidence. The student and the faculty member must be given this evidence and each afforded an opportunity to rebut it.

H. The faculty member shall make all pertinent materials and grading records available to the committee. The committee may, at its discretion, make available to the student those records, or portions thereof, which it judges to be relevant in light of the student's allegations.

I. The committee shall consider the evidence and make a recommendation to the faculty member as to how the complaint shall be settled. The faculty member should be guided by, but is not bound by, this recommendation.

J. If either party is still dissatisfied, he/she may appeal to the provost/vice president for academic affairs.

K. The provost/vice president for academic affairs shall hear the evidence by each side and may collect further evidence as desirable. Both sides must be given access to such evidence and given the opportunity to rebut it.

L. The provost/vice president for academic affairs shall take whatever action is felt necessary to restore equity in the situation, with the provision that a course grade may not be altered to A, B, C, or D, nor may a grade of F be altered to P, without the consent of the faculty member who assigned the grade. Any grade may be altered to W and any passing grade may be altered to P without such consent.

Academic Standards Review Board Procedure

A. Once the student has received the first dismissal letter and decided to make an appeal before the Academic Standards Review Board, an appointment can be made for the hearing by contacting the chairperson of the A.S.R.B.

MONday 9

TUESday 10

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 11

Veterans' Day
Remembrance Day (C)

- Lecture Series (An Analysis of Reptile Subaqueous Trace Fossils from the Moenkopi Formation of Capitol Reef National Park, Utah) - Manser/North Dining - 4:00 PM
- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM
- Swimming @ Home vs Lock Haven - 6:00 PM

THURSday 12

Baha'u'llah's Birthday

- Comedy Program - The Hut - 8:00 PM
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 13

- 5-Star Dining - Manser/North Dining - 6:00 PM
- Opera Workshop - Steadman - 8:00 PM
- Women's Basketball @ Lock Haven(Tournament) - 8:00 PM

SATURday 14

- Adrienne Basilio/Heather Hartman Joint Senior Voice Recital - Steadman - 2:00 PM
- Football @ East Stroudsburg - 1:00 PM
- Jazz Ensemble - Steadman - 8:00 PM
- Michael Myers Senior Bassoon Recital - Steadman - 5:00 PM
- Swimming @ Home vs Lycoming - 3:00 PM
- Women's Basketball @ Lock Haven (Mansfield, East Stroudsburg, Pitt-Johnstown) - 1:00/3:00 PM
- Wrestling @ SUNY-Binghamton Open - TBA

SUNday 15

- Orchestra Concert - Steadman - 3:00 PM

B. Students who have been dismissed a second time do not have the right to appeal.
C. After a time is scheduled for the hearing, the student is expected to address to the chairperson of the board a written appeal, stating his/her case. The written appeal may be mailed to the chairperson or brought in by the student to the hearing.
D. The student will request the department chairperson of his/her major, or a faculty person, to serve as advocate and voting member of A.S.R.B. during the hearing.
E. Before the student presents his/her case to the board, the student's letter will be read by the board. The voting members of A.S.R.B. will consider all necessary records of the student. The student will then be given the opportunity to address the board.
F. Following the presentation of the appeal, the board members will vote to determine reinstatement or denial. Students will then receive immediate notification of the decision as well as stipulations imposed by the board to assist the student in achieving academic success. Should the student's chairperson or the faculty member of his/her choice fail to appear, the remaining voting members will determine the decision on any specific case.
G. Failure to make an appeal before the board will finalize the dismissal.
H. If a student's appeal is denied, he/she may initiate an appeal to the provost/vice president for academic affairs.

Administrative Reinstatement Procedure

Students seeking reinstatement via administrative action **must:**

1. Check the appropriate block on the Administrative Action Form to identify your status. (Available in the Office of the Provost/Vice President for Academic Affairs)
2. Fill in your name, social security number, and name of school, college, or university where you plan to pursue course work. Identify the semester/term you plan to take the course work, identify the academic advisor you have discussed your course selection with from the Academic Advising Center, sign and date the request form.

The academic advisor will:

1. Submit the Administrative Action Form to the Student Records Office for review of selected courses and certification of the course equivalency to Mansfield offerings, if appropriate.
2. Verify the contact with the student, appropriateness of the course work selected, and approval of the selection by signing the form in the appropriate space.
3. If student is a **first dismissal** student seeking early reinstatement to Mansfield University by pursuing approved course work at another college:
   Academic advisor will provide student with a copy of signed form, distribute copies to Student Records, Admissions, and maintain the original within the Academic Advising Center.
4. If student is a **second dismissal** student seeking reinstatement to Mansfield University by pursuing course work at another college:
   Academic Advisor will forward signed form to the office of the provost for final approval signature. The office of the provost will distribute copies to Admissions, Student Records, Academic Advising Center and maintain the original.

MONday 16

- Men's Basketball @ Home vs Houghton - 8:00 PM
- Women's Basketball @ Home vs Houghton - 6:00 PM

TUESday 17

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 18

- Men's Basketball @ Lock Haven - 7:30 PM
- Open Mic Night - Coffeehouse - 8:00 PM
- Premium Dining - Manser/North Dining - 4:30 PM
- Wind Ensemble Tour with Jazz Band - TBA

THURSday 19

- Wind Ensemble Tour with Jazz Band - TBA
- International Discussion Hour - MLK Center - 1:00 PM
- Women's Basketball @ Home vs SUNY-Binghamton - 7:00 PM

FRIday 20

- Wind Ensemble Tour with Jazz Band - TBA

SATURday 21

- Men's Basketball @ Home vs SUNY-Binghamton - 3:00 PM
- Swimming @ Kings College - 1:00 PM
- Wrestling @ SUNY-Oneonta Invitational - TBA

SUNday 22

- Wind Ensemble Fall Tour Concert - Steadman - 3:00 PM

Upon completion of the off-campus course work, you must submit a letter to the provost seeking reevaluation for reinstatement, together with a final official transcript reflecting course work pursued, credit-hours attempted/earned, and grade point average. The provost will approve/disapprove the reinstatement. If approved, the student must file a readmission application with the Office of Admissions, together with the application fee, readmission questionnaire, statement of activity since last attending MU, and copy of the letter of reinstatement approval from the provost.

Withdrawal from the University

Students who wish to withdraw from the University may do so by completing a WITHDRAWAL FROM MANSFIELD UNIVERSITY FORM which is available in the Academic Records Office in South Hall or from the Office of the Assistant to the Provost in North Hall 510. Upon receipt of the form, the administration will promptly notify all appropriate offices. Students are responsible for notifying their professors that they have withdrawn from the University and checking out of their residence hall by contacting a staff member.

Students who withdraw without properly notifying the university or who withdraw after the drop period for other than extenuating circumstances (as documented by a physician, counselor, or other appropriate individual) will receive a grade for each course based on the total semester.

The university will require students who withdraw without proper notification or after the drop period to wait for one full semester before being readmitted except for extenuating circumstances. All students who have withdrawn and who desire admission to the university must file an application for readmission.

Students who apply for readmission within one calendar year of the date of withdrawal will have the application fee waived. Except for extenuating circumstances (e.g., medical reasons), students are not guaranteed readmission.

The following is a copy of the Residence Hall Agreement governing all students living in university residence halls:

RESIDENCE HALL AGREEMENT

In consideration of the university's providing residence hall housing the student occupant agrees to pay the university's occupancy fee. The student further agrees to abide by the following terms and conditions:

1. ELIGIBILITY requirements for university housing include status as a student, payment of debts to the university, and continuous compliance with university and residence hall regulations.
2. RESERVATION of space is made by returning required materials to the Residence Life Office. The occupancy fee is paid by the semester upon receipt of a bill from the Revenue Office and is not refundable after the room has been occupied except as outlined in the fee refund policy and contained in the catalog.
3. OCCUPANCY is required on the first day of class and consistently thereafter. Rooms unclaimed at the beginning of a semester or, in the judgement of the university, not used continuously as assigned to you may be forfeited and reassigned unless written permission for late arrival or sustained absence has been given by the Residence Life Office.

MONday 23

TUESday 24
Martyrdom of Guru Teg Bahadur Ji

- Ebony Discussion Hour - MLK Center - 1:00 PM
- Men's Basketball @ Home vs Clarion - 7:00 PM

WEDNESday 25

- Thanksgiving Holiday - No Classes

THURSday 26
Thanksgiving

- Thanksgiving Holiday - No Classes

FRIday 27

- Thanksgiving Holiday - No Classes

SATURday 28

- Men's Basketball @ Slippery Rock - 7:00 PM
- Women's Basketball @ Home vs Daemen - 6:00 PM

SUNday 29
First Day of Advent

4. TERMS OF OCCUPANCY and financial obligation to the university are for the entire academic year and all subsequent years that you attend the university as long as space is available. All exceptions must be approved by the Director of Residence Life in writing no later than two (2) weeks prior to the start of any semester.
5. ROOM ASSIGNMENTS AND CHANGES are prerogatives of the university and effected only by written authorization from the Residence Life Office. In assignment, mutual roommate preferences will be honored where possible. Room changes are discouraged, but may be authorized under special circumstances.
6. ACCESS to an assigned room is given to you only during regular academic sessions which require your presence on campus. You are required to vacate the room by the designated closing times or by noon of the day following your final class or examination. If you arrive on campus prior to scheduled openings or stay after scheduled closings you may be charged a guest room fee.
7. VISITORS to residence halls and student rooms are permitted only as authorized by university and hall regulations. You are responsible for the behavior of your guests at all times and they must be escorted when in the residence hall.
8. FACILITIES AND SERVICES provided by the university include bed, lamp, closet, mattress, dresser, desk and chair. You must provide your own pillow, linens, waste basket, toilet articles and such other accessories as desired.
9. STUDENT OBLIGATION includes care and cleaning of rooms and maintenance of health and safety standards, payment for damage to university property, purchase of a meal ticket, and provision of a complete address to correspondents in order to guarantee mail delivery Periodic health and safety inspections will be conducted by residence hall staff.
10. PROHIBITED ACTIVITIES AND POSSESSIONS include occupancy by persons other than those assigned or registered guests, commercial activities, tampering with fire or safety equipment, illegal drugs or paraphernalia, gambling, alcohol, moving university property, ironing in your room, open flames, candles, cooking in your room, microwaves, gasoline, kerosene, oil, explosives, firearms or other weapons, pets (except fish), tape, tacks or nails on painted surfaces, refrigerators over 5 cu. ft., water beds, the use of darts or dart boards in your room, unauthorized furniture or any item that fails to meet state and local fire and safety codes and smoking in any area other than student rooms.
11. INSPECTION of rooms for reasons of health, safety, maintenance or to determine whether university policy is being violated is a right reserved by the university. While routine inspections do not include searches, warranted searches may be conducted only with special probable cause, authorization from an assistant director or higher official, and your presence (unless it is impossible to locate you). It is intended to provide sufficient individual's right of privacy in all possible circumstances.
12. THE UNIVERSITY is not responsible for damage to or destruction of your personal belongings when such damage is caused by circumstances beyond the university's control. It is your responsibility to secure the safety of your own property.

MONday 30

TUESday 1

WEDNESday 2
- Men's Basketball @ University of Pitt-Bradford - 6:00 PM
- Women's Basketball @ University of Pitt-Bradford - 8:00 PM

THURSday 3

FRIday 4
- Fall Semester Classes End
- Holiday Concert - Steadman - 7:30 PM
- **KWANZAA Celebration** - Manser/North Dining - 6:00 PM
- Special Zanzibar W/Bobby K's Casino Night - Gift giveaways, refreshments, etc. - TBA
- Swimming @ Clarion/Youngstown Invitational - TBA

SATURday 5
- Swimming @ Clarion/Youngstown Invitational - TBA
- Holiday Concert - Steadman - 7:30 PM
- Men's Basketball @ Clarion - 8:00 PM
- Women's Basketball @ Mount Aloysius - 2:00 PM
- Wrestling @ RIT Invitational - TBA
- Reading Period

SUNday 6
St. Nicholas Day
- Swimming @ Clarion/Youngstown Invitational - TBA
- Track @ Cornell Relays - TBA (Indoor)
- Reading Period

RESIDENCE REQUIREMENTS

1. All students are required by the university to reside in residence halls when there is space available.
2. Exceptions may be made on the basis of age, place of permanent residence, or marital status. Requests for exceptions will be accepted for review until two weeks prior to the start of the semester. No requests will be honored after the two week deadline.
3. Each student prior to occupying a room, must sign a housing agreement and pay all designated fees and deposits.
4. Board in the university dining halls is mandatory for students residing in residence halls. Waivers for medical reasons may be requested through the vice president for student affairs prior to the beginning of each semester.
5. All students residing in a residence hall are required to abide by regulations as prescribed by the university and/or Residence Hall Council.
6. Mansfield University reserves the right to enter and inspect all residence hall rooms, but will in all possible circumstances recognize and respect the individual's right to privacy.
7. Checking into a university residence hall implies acceptance of the terms of the Residence Hall Agreement.

RESIDENCE HALL FACILITIES

Care of Facilities

You are responsible for the proper maintenance of your room and the common areas of the residence hall. You are expected to maintain reasonable levels of cleanliness in these areas. Vacuum cleaners are available.

To avoid damage to residence hall rooms, the use of tacks, nails, or glue on walls, woodwork, doors, or furniture is prohibited. No painting is permitted without permission of the Assistant Director of Residence Life.

Consolidation Policy

Each semester a number of students find themselves without a roommate. This may be for a variety of reasons such as the failure of an assigned person to attend M.U., a person's roommate moving to another room, or a person's roommate withdrawing from the university. This consolidation policy details the options available to a student with no roommate.

Mansfield University requires that all students living alone in double rooms pay the single room rate (1 1/2 times the double rate) or be consolidated with another person in the same situation. Exemptions to this policy are made when no other individuals in a residence hall are alone in a double room and when there is less than 30 days remaining in the semester when a vacancy occurs. Students WILL NOT be required to move to another residence hall to consolidate spaces.

A student who does not have a roommate will be contacted by a Residence Life staff member and given 70 hours to take one of the following steps:

1. If space is available, the student may agree to pay the applicable, pro-rated, single room rate and remain in the room alone.

MONday 7
- Final Examination Period

TUESday 8
Feast of the Immaculate Conception
Bodhi Day
- Final Examination Period

WEDNESday 9
- Final Examination Period

THURSday 10
- Final Examination Period

FRIday 11
- Residence Halls Close
- Swimming @ Home vs Millersville - 2:00 PM
- Wrestling @ Lycoming - 7:30 PM

SATURday 12
Festival of Our Lady of Guadalupe
- Fall Commencement
- Men's Basketball @ Home vs Lock Haven - 8:00 PM
- Women's Basketball @ Home vs Lock Haven - 6:00 PM
- Wrestling @ Home vs SUNY-Oneonta? - TBA

SUNday 13
- Swimming @ Home vs Juniata - 6:00 PM

2. The student may find another roommate to move into the open space in his/her room.
3. The student may decide to move into the room of another student who needs a roommate. The student must notify their G.A. once they have made a decision

A Student who fails to notify their G.A. prior to the 72 hour deadline will have their housing situation resolved by the Associate Director of Housing Operations/G.A. responsible for their building. When two people in a residence hall are both alone in double rooms and fail to reach a decision in the required time frame, they will be moved together. The person with the highest number of credits will remain in the room and the other student will be required to move. Students need to understand that **any** person who, in the judgment of the Residence Life staff, mistreats their roommate in an attempt to force them out will either be immediately billed for a single or forced to move in with another student, even if they have more credits. Disciplinary action may also be taken.

Exceptions to this policy are made when no other individuals in a residence hall are alone in a double room and when there is less than 40 days remaining in the semester when a vacancy occurs. Students **will not** be required to move to another residence hall to consolidate spaces.

Damages
A Room Condition Report (RCR) is completed by the student upon occupancy of the room. Damages to individual rooms that were not noted at the time of occupancy are assumed to have been caused by you and your roommate(s) and will be charged accordingly. At the time of departure, the room, including both sides of the door, must be returned to the original condition.

Keys
Keys for individual hall rooms are distributed at check-in by the residence hall staff. As a resident, you assume full responsibility for the care of your keys. Information relative to replacement and/or collection of keys may be obtained from your residence hall staff. The replacement fee (non-refundable) for a lost room key is $15 and $5 for a mailbox key.

REGISTRATION AND CHECK-OUT

You will be issued keys and a Room Condition Report at check-in to your individual hall.

Residence Hall Check-Out Procedures for Vacations:
1. Clean room
2. Close windows
3. Extinguish lights, unplug all appliances
4. Remove perishable items
5. Close and lock door

At the End of Term or upon Withdrawal:
1. Notify assistant director of residence life or graduate assistant in your hall
2. Remove personal belongings, including lofts

MONday 14
Hanukkah Begins

- Fall Semester Grades Due (12:00 Noon)

TUESday 15

WEDNESday 16

- Men's Basketball @ Mercyhurst - 8:00 PM

THURSday 17

FRIday 18

- Women's Basketball @ Home vs LeMoyne - 7:00 PM

SATURday 19

SUNday 20
Ramadan Begins

3. Clean room
4. Have room checked
5. Turn in keys

NOTE: Any items left in the room will be discarded.

RESIDENCE HALL REGULATIONS

General

1. Residence halls are communities and all residents have responsibilities to one another. Mutual consideration is essential. All people living in residence halls will take into consideration at all times the rights of others to relative quiet and privacy.
2. All residence halls are governed by regulations prescribed by the elected governing bodies and Mansfield University.
3. Visitors to the residence hall are subject to the same regulations as students residing in that area. It is the visitor's as well as your responsibility to know and comply with visitation regulations in effect in each residence hall. You are responsible for the behavior of your guests. All visitors (non-students) must have a guest pass which is available from each residence hall.
4. You are bound by the residence hall agreement to follow all regulations contained therein.
5. Residence halls open at 8 a.m. daily, and close at midnight. Entrance may be gained after these hours by a means specified in each residence hall.
6. You may have overnight guests: females in women's rooms, males in men's rooms. Guests must be registered with the building graduate assistant. Cohabitation is not permitted. Guests during the week, Sunday through Thursday may only stay one night and must have the permission of the roommate and ADRL.
7. Hours in each residence hall have been designated as STUDY HOURS/QUIET HOURS. (See Below)

Specific

In order for the residence hall environment to be safe and comfortable, certain specific regulations have been established. To ensure that regulations are upheld, all residence halls are supervised by residence life professionals and resident assistants.

<u>The regulations are as follows:</u>

1. The use and/or possession of alcoholic beverages, drugs, drug paraphernalia and controlled substances prohibited by law is strictly prohibited in the residence halls.
2. Because the university's primary mission is academic progress, study hours have been established in the residence halls: 8 p.m. - 10 a.m. daily. Courtesy hours are in effect 24 hours a day.
3. State fire code regulations require that a monthly fire drill and building evacuation be held in each residence hall. Failure to comply with alarms or university officials will result in disciplinary action. Tampering with fire and safety equipment is prohibited by law.
4. State fire and panic regulations require that halls, stair-wells, and stairways be kept clear at all times of furniture, obstacles, boxes, bicycles, etc. Flammable

MONday 21
First Day of Winter

• Men's Basketball @ Home vs LeMoyne - 7:00 PM

TUESday 22

WEDNESday 23

THURSday 24

FRIday 25
Christmas

SATURday 26
Kwanzaa Begins
Boxing Day (C)

SUNday 27

liquids, compressed gases, oil, kerosene, incense, or charcoal stoves are examples of items not permitted in the residence halls. **Open flames such as candles are prohibited.**

5. The possession or use of explosives, halogen lights and/or firearms of any type in the residence halls is strictly prohibited. This includes BB and pellet guns. (See Firearms Permits and Safety on page 22).
6. Throwing of objects from or at windows is strictly prohibited.
7. Visitors are allowed in the residence halls according to the campus guest policy and individual residence hall visitation policies. These are voted on by the individual halls at the beginning of each academic year.
8. Visitors on a residence hall floor, whether residence hall students or guests, must be physically escorted at all times.
9. Cooking in student rooms, or other unapproved locations, is not allowed. Electric appliances are not to be used in these areas. Examples of such appliances are: frying pans, electric hot pots, toasters, toaster ovens, coffee makers, grills, electric heaters and microwave ovens. Electric irons are to be used only in the laundry rooms as designated.
10. No university furniture shall be removed from a lounge or study area. You are responsible for the furniture in your room. Loss or damage to the room and/or provided furniture shall be reported and will be charged to you.
11. No animals or pets of any kind, with the ONLY exception of fish, are permitted in the residence halls.
12. Compact refrigerators no larger than 5 cu. ft. are permitted in the residence hall rooms. Micro-fridges may be rented through the Residence Life Office.
13. Gambling and soliciting are not permitted on campus.
14. Water beds are not permitted in residence hall rooms.
15. Student beds are not to be modified in any way. Bunk beds or lofts are permitted only with the approval of the ADRL and must meet proper construction standards. All structures in the halls must be removed when the room is vacated. Lofts may be rented from the Residence Life Office.
16. Athletic and sporting activities are not permitted in residence hall lounges, hallways, stairwells, or rooms.
17. Use of darts and dart boards in your individual room is prohibited.
18. Decorations used for seasonal and/or special events must be of fire retardant materials. This includes Christmas trees.
19. All persons present in a room in which a violation of university policy occurs will be held responsible for the violation.

EMERGENCY PROCEDURES

A. Fire

1. Pull the fire alarm.
2. Without jeopardizing your safety, every effort should be made to extinguish localized fires using a fire extinguisher. Extinguishers are located on each floor of every building on campus.
3. Leave the building by nearest exit.
4. Call Campus Police at 662-4900.
5. Call Mansfield Fire Department at 911.
6. Notify your assistant director of residence life or graduate assistant.

MON*day* *28*
- Women's Basketball @ Gannon Tournament - 8:00 PM

TUES*day* *29*
- Women's Basketball @ Gannon Tournament (Mansfield, A & B, Walsh) - 1/3 PM

WEDNES*day* *30*
- Men's Basketball @ Home vs Slippery Rock - 7:00 PM

THURS*day* *31*
New Year's Eve

FRI*day* *1*
New Year's Day
Feast of St. Basil

SATUR*day* *2*
- Men's Basketball @ Wheeling Classic (Mansfield vs Wheeling Jesuit University) - TBA
- Women's Basketball @ Home vs University of Pitt-Johnstown - 4:00 PM

SUN*day* *3*
- Men's Basketball @ Fairmont - TBA

7. Police officers, fire chiefs and resident assistants will make certain all persons are kept at a safe distance and do not interfere with firefighting equipment.
8. Once the above procedures have been followed, the director of residence life should be notified.
9. The police officer present will notify you when it is safe to re-enter the building.
10. In a classroom building, faculty members will make certain that students leave the room in an orderly manner. Further, they will make certain that all windows inside the classroom are closed prior to its evacuation whenever physically possible.
11. Any person who fails to leave during a fire drill or alarm, or who pulls a false fire alarm, will be prosecuted to the fullest extent of the law.

B. Personal Injury, Sickness or Death

1. If in a residence hall, notify a resident assistant, the assistant director of residence life or graduate assistant and the Campus Police Office (662-4900).
2. If in a classroom or on campus (not a residence hall), notify the Campus Police Office and the Provost.
3. Staff will call an ambulance for hospital transport. Students do not have to pay for ambulance service. The fee will be charged to your insurance company.

C. Building Collapse or Explosion

Every effort is to be made to evacuate the building as quickly as possible using the procedure for evacuation as outlined in Section A.

D. Natural Disasters (Tornadoes, Hurricanes) or Civil Defense

1. Proceed to the basement or other designated area of the nearest building. Remain there until proper notification is given to leave.

E. Bomb Threats

In case of emergency, the residence halls will be evacuated as follows:

1. Fire alarms will ring.
2. You will proceed as for fire drills.
3. The residence hall staff will be responsible for clearing the building.
4. You will then be told by campus police the building or buildings threatened, and will be directed to safe temporary housing.

The following system of hearing procedures is instituted to deal with the stated proscriptions which adversely affect the university's educational interests.

STUDENT CONDUCT

Rationale for Discipline

The rights and privileges exercised by individuals are always a function of their relationship with others. Taken as a whole, your area of freedom is derived from the surrounding community, which holds you responsible, formally and informally, for the manner in which that freedom is exercised.

Freedom constructively used is expanded, while freedom used destructively is diminished. Restriction of privilege inevitably follows misconduct because of the interdependence between individual and community. Discipline is the process of

MONday 4

- Women's Basketball @ Clarion - 6:00 PM

TUESday 5

WEDNESday 6

Epiphany
Festival – the Three Kings

- Men's Basketball @ East Stroudsburg - 8:00 PM
- Women's Basketball @ East Stroudsburg - 6:00 PM
- District Band - Middleburg, PA - TBA
- Jazz Ensemble Tour - TBA

THURSday 7

The Nativity of Jesus Christ

- District Band - Middleburg, PA - TBA
- Jazz Ensemble Tour - TBA

FRIday 8

- District Band - Middleburg, PA - TBA
- Jazz Ensemble Tour - TBA

SATURday 9

- Men's Basketball @ West Chester - 3:00 PM
- Women's Basketball @ West Chester - 1:00 PM
- Wrestling @ PA/NY Duals at Lycoming - 12:00 PM

SUNday 10

- Residence Halls Open

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determining restrictions appropriate to a particular form of abuse. Discipline is fundamental to education, a major purpose of which is to assist you in making the wisest possible use of freedom and thereby acquire more.

University discipline shall be limited to instances of misconduct which adversely affect the university community's pursuit of its educational purposes, namely (l) the opportunity of all members of the university community to attain their educational goals, (2) the generation and maintenance of an intellectual and educational atmosphere throughout the university
community, (3) the protection of health, safety, welfare and property of the university community and property.

Persons engaged in misconduct will be judged by their actions and motives as interpreted by persons or committees with disciplinary authority, rather than by their own interpretation of intent. The university shall make its sanctioning powers serve its educational goals, rather than promote general police functions well represented in general law.

In situations in which a violation of civil or criminal law has occurred on campus, university authorities may choose to refer the case to an off-campus law enforcement agency and subsequently to the courts. The university may initiate appropriate proceedings within the campus judicial system prior to resolution off campus. In cases where violations of University regulations occur off-campus, the University may chose to take disciplinary action.

Conduct Regulations

Any person who is found in violation of any of the following acts committed while a student on the University campus or on property controlled by the University or University affiliates or in connection with off-campus activities shall be subject to the maximum sanction authorized in this document.

1. Academic misconduct including all forms of cheating and plagiarism. Academic misconduct includes, but is not limited to, providing or receiving assistance in a manner not authorized by the instructor in the creation of work to be submitted for academic evaluation including papers, projects and examinations; and presenting, as one's own, the idea or works of another person or persons for academic evaluation without proper knowledge.
2. Actual or threatened physical assaults or intentional or reckless injury to persons or property.
3. Offensive conduct which causes interference, annoyance or alarm, or recklessly creates a risk thereof.
4. Interfering with the freedom of any person to express his/her views, including invited speakers.
5. Interference with entry into or exit from buildings or areas with free movement of any person.
6. Behavior or activities which endanger the safety of oneself or others.
7. Disruption or obstruction of teaching, research, administration, disciplinary proceedings or other University activities.
8. Violation of any restrictions, conditions or terms of a sanction resulting from prior disciplinary action.

MONday 11
- Classes Begin at 8:00 AM

TUESday 12

WEDNESday 13
- Men's Basketball @ Home vs Edinboro - 7:00 PM

THURSday 14
- Women's Basketball @ Mount Aloysius - 7:30 PM

FRIday 15
- Martin Luther King Jr. Program - TBA
- Special Program - Zanzibar - TBA
- Regular Zanzibar Program - 10:00 PM - 2:00 AM

SATURday 16
- Men's Basketball @ Home vs Cheyney - 3:00 PM
- Percussion Symposium - Steadman - 7:00 PM
- Regular Zanzibar - 10:00 PM - 2:00 AM
- Swimming @ Home vs Edinboro - 2:00 PM
- Women's Basketball @ Home vs Cheyney - 1:00 PM
- Wrestling @ PA Duals at Shippensburg - TBA

SUNday 17

9. Failure to provide identification upon demand by or to comply with other directions of University staff members or of the staff or contractual affiliates of the University acting in the performance of their duties or knowingly providing false information to University personnel.
10. Misuse of University documents - forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card, course registration material, schedule card, other University identification or any other document or record.
11. Possession, sale, transfer, purchase or delivery of drugs except as expressly permitted by law.
12. Making false statements in application for admission, petition, requests or other official University documents or records, forgery on drop/add forms and other University records or documents.
13. Forcible entry into a building or other premises.
14. Unauthorized presence in a building or other premises.
15. Possession or use of firearms, fireworks, dangerous weapons, or possession of chemicals when not authorized.
16. Starting fires, and/or explosions and/or false reporting of a fire, bomb, incendiary devise, or other explosive or any false reporting of an emergency.
17. Theft, damage, destruction, tampering or defacement of personal, University or University affiliates' property.
18. Disorderly conduct including behavior which causes public inconvenience, annoyance or alarm, or recklessly creates a risk thereof. This would include the use of obscene language or gestures.
19. Illegal gambling in any form as defined by law.
20. Unauthorized use of University property or property of members of University community or University affiliates.
21. Violation of residence hall parietal rules and regulations.
22. Tampering with fire or safety equipment.
23. Violation of published University policies, rules, and regulations relating to: alcohol, smoking, sexual harassment, sexual assault, and other established regulations that are contained in University publications.
24. The use of computers for violation of personal privacy or committing of crimes; the unauthorized use of computers and/or peripheral systems, unauthorized access to computer programs or files, unauthorized alterations of computer programs, or files, unauthorized duplication or use of computer programs or files, making unauthorized changes to a computer account, or other deliberate action which disrupts the operation of computer systems serving other students of the University community generally.
25. Any violation of federal, state, or local law.
26. Repeated residence hall violations.
27. The commission of any Student Code of Conduct violation will be regarded as more serious if it is done with malicious intent toward the race, gender, color, religion, national origin, disability, or sexual orientation of another individual or group of individuals.
28. Animals may not be used in pranks or otherwise in any activity. Violation of this policy or any other abuse of animals is prohibited.

Any violation of the above proscriptions could be considered a major violation of university policy depending on the particulars of the specific violation.

MONday 18

Martin Luther King, Jr's Birthday Observed

- Last Day to DROP Classes
- MLK's Birthday Celebration (Tentative)
- Zanzibar Program - TBA

TUESday 19

- Last Day to ADD Classes

WEDNESday 20

- District Orchestra - Troy, PA - TBA
- Men's Basketball @ Home vs Bloomsburg - 8:00 PM
- Open Mic Night - Coffeehouse - 8:00 PM
- Women's Basketball @ Home vs Bloomsburg - 6:00 PM

THURSday 21

- District Orchestra - Troy, PA - TBA

FRIday 22

- MAC Movie @ 8:00 PM followed by regular Zanzibar - 10:00 PM - 2:00 AM

SATURday 23

- Adam Brennan Faculty Percussion Recital - Steadman - 3:00 PM
- MAC Movie @ 8:00 PM followed by regular Zanzibar - 10:00 PM - 2:00 AM
- Men's Basketball @ Home vs Millersville - 3:00 PM
- Swimming @ Home vs Wells College - 2:00 PM
- Track @ Roberts Wesleyan - TBA (Indoor)
- Women's Basketball @ Home vs Millersville - 1:00 PM

SUNday 24

Definition of Sanctions

A preliminary observation should be made. Even where violation of a university regulation is established, sanctions need not in every case be imposed. Matters of extenuation should always be taken into account, along with circumstances, in determining sanctions. No sanctions should be imposed more serious than are clearly appropriate in the circumstances. Any student found in violation of a major university policy or repeated minor violations of university policies is subject to suspension or expulsion from Mansfield University.

The burden of proof in any hearing or proceeding shall be by a preponderance of the evidence; that is, it is more likely than not, that the incident in the complaint, occurred. This burden rests with those instituting the complaint.

Hearing Board Sanctions

1. Verbal Warning. An oral statement to you, the offender, that university rules have been violated.
2. Written Warning. Reprimand for violation of specified regulation.
3. Compensation in the form of work or other duties as outlined in the description of sanction presented to you.
4. Restitution. Reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
5. Fines may be imposed. Money collected as a result of a fine will be used for improvement in the residence halls.
6. Disciplinary Probation. A written notice placing you on probation. The conditions of that probation, such as its duration, limitations, and specific penalties are stated in the probation. Disciplinary probation means that any further violation of University policy could result in suspension or dismissal. Parents will be notified when dependant students are placed on probation.
7. Suspension. Exclusion from classes and other privileges or activities as set forth in the notice of suspension for a definite period of time. You may re-enroll in the university at the termination of the period of suspension without readmission.
8. Dismissal. Termination of student status for an indefinite period. The conditions of readmission, if any are permitted, shall be stated in the order of dismissal.
9. Other sanctions may be imposed which the board deems appropriate to the offense.
10. A sanction of Disciplinary "Suspension" or Disciplinary "Dismissal" will be noted on a student's transcript. Notations of "suspension" will be removed from the transcript once the period of suspension ends. Notations of "Dismissal" are considered a permanent part of a student's transcript.

Judicial Proceedings

When you are brought before a hearing committee, the following requirements of procedural due process shall be observed:

1. No member of a hearing committee who is otherwise interested in the particular case shall sit in judgement during the proceeding.
2. You shall be informed in writing of the reasons for the proposed disciplinary action with particularity, and in sufficient time to insure opportunity to prepare for the hearing.

MONday 25

TUESday 26

WEDNESday 27

- Men's Basketball @ Kutztown - TBA
- Women's Basketball @ Kutztown - 6:00 PM

THURSday 28

- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM

FRIday 29

- 5-Star Dining - Manser/North Dining - 6:00 PM
- MLK Conference (Tentative)

SATURday 30

- Faculty Gala Concert - Steadman - 7:00 PM
- Men's Basketball @ Home vs West Chester - 3:00 PM
- Percussion Symponium - Steadman - TBA
- Women's Basketball @ Home vs West Chester - 1:00 PM
- Wrestling @ PSAC - TBA

SUNday 31

- Greek Rush

3. When you are appearing before a university hearing board you shall have the right to be assisted in your defense by an advisor of your choice.

Initiation of Judicial Proceedings

Any academic or administrative official of the university, any member of the faculty, or any student of the university may file charges against any member of the university for violation of all-university proscriptions (see Specific Proscriptions). The charges shall be filed with the Office of Director of Residence Life who may recommend that the charges be disposed of informally, referred to the appropriate union agency, referred to civil authorities, or disciplinary proceedings be initiated. If all parties involved are not satisfied with informal resolution, the Director shall send to the person(s) charged a copy of the charge together with notice of applicable procedures that the person should be aware of.

Pending action on the charges, your status or your right to be present on the campus and to attend classes shall not be altered. Exceptionally, for reasons relating only to the demonstrated danger to your safety and well-being as the charged person, or for reasons relating only to the demonstrated danger to the safety and well-being of the students, faculty, or university property, you may be advised by the vice president for student affairs, pending consideration of the case, that your removal from campus would be in your own best interest or the best interest of the university community. Such advice shall be made before witnesses when possible.

Judicial Hearing Officer(s)

In all cases, a student has the right to a formal hearing. However, a student may opt to have a decision, as to appropriate action, made administratively by the director of residence life or designee rather than have any charges referred to a hearing board. This option is only available in cases where suspension/dismissal is not a possible sanction. Any student wishing to appeal the outcome of an administrative hearing may do so by notifying the Director of Residence Life within five days of the decision. Any student failing to attend a scheduled hearing does so with the understanding that the hearing will be held in his/her absence and the right to appeal shall be forfeited.

The University Hearing Board

The University Hearing Board shall be the board of original jurisdiction for all cases that involve violations of university policy, excluding traffic violations. The board shall consist of 24 members: 8 students, 8 teaching faculty, 8 administrators. In addition one student, one teaching faculty and one administrator shall be appointed as alternates to the board. Six members, two from each group, shall be randomly selected for the hearing of each case. Alternates may be called only when two regular members of each group are not available for a hearing. Three members must be present to constitute a quorum.

Formal Administrative Hearing

(Same procedures as for Hearing Board). The membership shall consist of three (3) members of the university community (students, faculty, or administrators). This board may be used for hearings during the summer, when school is not in session, or for hearings related to sensitive issues. Membership of this panel may come from any member of the university community.

MONday 1

- Greek Rush

Last Day to Submit "Incomplete" Grades
Track @ Dickinson - TBA (Indoor)

TUESday 2

Groundhog Day

- Greek Rush
- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 3

- Greek Rush
- Men's Basketball @ Home vs East Stroudsburg - 8:00 PM
- Women's Basketball @ Home vs East Stroudsburg - 6:00 PM

THURSday 4

- Greek Rush
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 5

- Greek Rush
- Intercultural Relations Conference - TBA
- Zanzibar - 10:00 PM - 2:00 AM

SATURday 6

- Concert - Wind Ensemble Concert - Steadman - 7:00 PM
- Intercultural Relations Conference - TBA
- Men's Basketball @ Edinboro - TBA
- Swimming @ East Stroudsburg - TBA
- Wrestling @ Shippensburg - 7:00 PM
- Zanzibar - 10:00 PM - 2:00 AM

SUNday 7

- Concert - Wind Ensemble Reunion Concert - Steadman - 2:00 PM
- Track @ SUNY-Fredonia - TBA (Indoor)

The University Appeals Board
The University Appeals Board shall be established to consider Requests for Reconsideration of Hearing Board decisions. The Board shall consist of 12 members: 4 students, 4 teaching faculty, and 4 administrators. Six members, two from each group, shall be selected at random for each appellant case. Three members must be present to constitute a quorum.

Judicial System Advisor
The vice president for student affairs shall designate an individual to serve as advisor to both the Hearing and Appeals Boards. It shall be the responsibility of the advisor to chair hearings and to preside at and expedite deliberations of both boards. The advisor shall not vote nor attempt to influence the decisions of the boards.

University Organizations
If a university organization is charged with a violation of university policy, such charges shall be brought against the appropriate officer of that organization who shall be named as a representative of that organization. If the situation warrants, other members of that organization shall be charged as additional representatives of that organization.

Following the identification of the representatives of the organization in question, the procedures contained in the campus Judicial Code shall be employed.

Sanctions vs. University Organizations
If an organization is found to be in violation of university policy, sanctions may be levied against the organization as a group, in addition to individual members of the organization.

Sanctions against an organization could include loss of university recognition, establishment of a probationary period, or loss of the privilege to use university facilities.

Selection of Hearing Board Members
Student members of both hearing boards shall be appointed by Student Government.

Faculty members shall be appointed by the Faculty Senate.
Administrators shall be appointed by the vice president for student affairs.

Appointments of board members shall occur annually; consecutive terms are permissible.

Appointment of Hearing Board Members
Appointments to hearing boards shall be made at the beginning of the academic year for the period of August to June. Appointments for summer session shall be made prior to the termination of the spring semester, if possible.

RULES OF PROCEDURE FOR HEARING BOARDS
Notice
In any action or proceeding before the hearing board, notice must be given to the party against whom such action or proceeding is brought. Notice must be given in

MONday 8

- Last Day to Complete "Credit-By-Exam"
- Sexual Responsibility Week (sponsored by MUAA and Bacchus Gamma)

TUESday 9

- Sexual Responsibility Week (sponsored by MUAA and Bacchus Gamma)
- Ebony Discussion Hour - MLK Center - 1:00 PM
- Wrestling @ SUNY-Binghamton - 7:00 PM

WEDNESday 10

- Sexual Responsibility Week (sponsored by MUAA and Bacchus Gamma)
- Men's Basketball @ Bloomsburg - 8:00 PM
- Women's Basketball @ Bloomsburg - 6:00 PM

THURSday 11

- Sexual Responsibility Week (sponsored by MUAA and Bacchus Gamma)
- Comedian at Zanzibar - TBA
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 12

Abraham Lincoln's Birthday

- Sexual Responsibility Week (sponsored by MUAA and Bacchus Gamma)
- Wrestling @ Home vs University of Pitt-Johnstown - 7:00 PM

SATURday 13

- Men's Basketball @ Cheyney - TBA
- Student Conductors Wind Ensemble Symphony - Steadman - 8:00 PM
- Women's Basketball @ Cheyney - 1:00 PM
- Zanzibar Valentine Party - 10:00 PM - 2:00 AM

SUNday 14

St. Valentine's Day

- Track @ Bucknell - TBA (Indoor)
- Wind Ensemble/Orchestra Pops Concert - Steadman - 3:00 PM

the form of a written complaint signed by the complaining party which shall specify in complete form:

A. The approximate time, place, date, and identification of conduct or violation of the university rules specified in the complaint.
B. All the facts necessary and relevant to enable the party complained of to be informed of the charge against him/her.
C. Notice must be given of the rights of any party before the hearing board convenes.
D. Written notice of the time, date, and location of the hearing to be held on any complaint shall be given concurrently with the notice required by Paragraph 1 of this section on either a separate form or on the face of the complaint. Such notice shall also contain notice that the person being charged need not be present at the hearing. If not present, the board, following established procedures, may conduct the hearing in the charged person's absence.

Service

In any action or proceeding before the Hearing Board, service of notice will be effected by registered mail (with return receipt requested), or upon the person(s) directly.

Time

Commencing from the date of service, the party upon whom such notice is served shall be given three (3) days before the commencement of any action or proceeding before the hearing board. The time required by this section may be waived by mutual consent of and upon the submission of a written request for an earlier or later hearing. Notice of new time and place shall be sent to the party complained of as provided in paragraph headed Notice.

Commencement of Action

All action, excluding appeals, shall be heard by the University Hearing Board by way of signed complaint. An action shall be commenced by filing such complaint with the Office of the Director of Residence Life, which shall be responsible for complying with the sections governing service and time.

Right to Counsel

Any person(s) appearing before a University Hearing Board shall have the right to be assisted in their defense by an advisor of their choice. The advisor may not directly participate in the hearing, ask questions of the student or witnesses, but may advise the student only. However, if either party to the complaint elects to be represented by legal counsel, the other party must be notified of that decision three (3) days prior to the hearing date.

The individual against whom charges are being brought has the responsibility to provide his/her advisor with all pertinent factual and procedural information.

Procedural Standards of Hearings

In any hearing before university judicial boards where the charge is a violation of university rules, the party complained of shall have all the protection guaranteed by due process of law.

The procedural due process of law includes all of those rights of the person previously mentioned as well as the following:

MONday 15

Presidents' Day
Nirvana Day

TUESday 16

Chinese, Korean and Vietnamese New Year (Year of the Rabbit)

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 17

Ash Wednesday

- Men's Basketball @ Home vs Kutztown - 8:00 PM
- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM
- Women's Basketball @ Home vs Kutztown - 6:00 PM

THURSday 18

- International Discussion Hour - MLK Center - 1:00 PM
- Musical (Alternate) - Steadman - TBA

FRIday 19

- Musical (Alternate) - Steadman - TBA
- 5-Star Dining - Manser/North Dining - 6:00 PM
- Magic Show - Zanzibar - TBA - followed by Zanzibar Program
- Swimming @ PSAC - TBA

SATURday 20

- Musical (Alternate) - Steadman - TBA
- Swimming @ PSAC - TBA
- Jessica Hope Kotch/Mollie Nöelle Bealer Joint Violin/ Saxophone Recital - Steadman - 7:00 PM
- Men's Basketball @ Millersville - 8:00 PM
- Women's Basketball @ Millersville - 6:00 PM
- Wrestling @ Gannon University - 2:00 PM

SUNday 21

- Musical (Alternate) - Steadman - TBA
- Swimming @ PSAC - TBA
- Track @ Cornell - TBA (Indoor)

1. The burden of proof in any hearing or proceeding before the hearing boards lies with those instituting the complaint.
2. Both parties to any action or proceeding before the hearing boards shall have the right to cross examination of witnesses who testify, and shall have the right to submit evidence in rebuttal. The hearing board shall have the right to question witnesses.
3. Evidence. All matters upon which the decision may be based must be introduced into evidence at the proceedings before the hearing board. Evidence of a victim's past sexual conduct is not admissible except evidence of a victim's past sexual conduct with the accused party, where consent is an issue and the evidence would be admissible otherwise. The decision shall be based solely upon such matters. Improperly acquired evidence shall not be admitted. The Hearing Board involved shall decide whether evidence has been properly acquired.
4. The hearing board may admit evidence which is deemed by them to be relevant. It may exclude incomplete, irrelevant, immaterial or unduly repetitious evidence.
5. All claims of privileged communication recognized by law shall be observed (i.e., counselor-student, physician-student, minister-student). Such communication shall not be used as evidence by the hearing board.

Conduct of Hearing

1. The vice president for student affairs shall designate an administrator who shall present complaints brought in the name of the university.
2. Complaints brought by members of the university community other than the Office of the Director of Residence Life shall be personally presented by the party or person of his/her choice. (See Right to Counsel).
3. Prior to any session of the hearing boards, the director of residence life shall provide only such information as is necessary for the hearing boards to understand the nature of the complaint.
4. In all cases before the hearing boards, a vote of the majority of the members present shall be required to find for violation/non-violation of the complaint charged. The hearing boards must convene and act with a quorum of three (3) members present.
5. In the presence of all parties, the hearing boards shall read the complaint, and request the party complained of to state whether he/she violated or did not violate the proscription cited.
    a. Upon an affirmative plea, proceed to Part 2 of Decision.
    b. Upon a negative plea, the prosecution must present its evidence. The party complained of shall then have an opportunity to question the evidence presented and to present his/her own evidence.
6. After hearing all the evidence, the board shall make a proposed finding of whether a violation occurred, solely upon the evidence presented.
7. A member of the hearing board must, at any time, withdraw from any procedure if he/she deems themselves disqualified for personal bias. After showing just cause, either party to the dispute may request that a member of the hearing board be withdrawn. If the board member refuses to withdraw, the board will decide by a secret ballot majority vote whether or not the member may remain. The board member in question shall not vote.

MONday 22
George Washington's Birthday

TUESday 23
- Ebony Discussion Hour - MLK Center - 1:00 PM
- Wrestling @ Kutztown - TBA

WEDNESday 24
- Open Mic - Coffeehouse - 8:00 PM

THURSday 25
- International Discussion Hour - MLK Center - 1:00 PM
- Premium Dining - Manser/North Dining - 4:30 PM
- Eastern Division MENC-NYC ACDA National Convention
- Musical - Straughn - TBA

FRIday 26
- Eastern Division MENC-NYC ACDA National Convention
- Musical - Straughn - TBA

SATURday 27
- Eastern Division MENC-NYC ACDA National Convention
- Musical - Straughn - TBA
- Amanda Shull Senior Saxophone Recital - Steadman - 4:00 PM

SUNday 28
- Musical - Straughn - TBA
- Fine Arts Series - Rachel Spencer, soprano - Steadman - 3:00 PM

8. The hearing board shall be allowed to request for testimony such persons or papers essential to the finding of a fair and just decision. The board may decide by majority vote to recess the hearing in order to locate such persons or papers.
9. The chairperson of the hearing board shall be responsible for maintaining order and room decorum.
10. Any person who commits an action in the presence of the hearing board, which interrupts the proceedings of the board, and any person who refuses to comply with a reasonable order of the board, can, at the request of the chairperson, be removed from the hearing room.
11. Meetings of the hearing boards shall be closed.

Decision

1. After the presentation of the evidence, the members of the hearing boards shall request the withdrawal of all parties, at which time the hearing board shall make its decision.
2. After a decision is reached, it shall be read to the party complained of and the party bringing the complaint.
3. If the party is found in violation, arguments may be made relative to sentence. The board may ask for information about any prior offenses committed by the accused. The hearing board shall request again the withdrawal of all parties and then determine a sentence. The sentence shall be read to all parties. The person complained of shall be informed of the right of appeal to the University Appeals Board. A written copy which details the facts for the decision shall be sent to all parties.

Any member of the hearing board who wishes to submit a signed dissent in writing to any decision of the board may do so. Such dissent shall accompany the decision and shall likewise be sent to all parties.

Requests for Reconsideration

Any party who has been **found in violation** as the final judgement shall have the right to request a reconsideration. Any person pleading guilty forfeits the right of appeal.

A person found to be in violation may file a Request for Reconsideration from the decision within forty-eight (48) hours, after receiving that decision (weekends and university holidays are not included) to the vice president for student affairs.

Appellate Tribunal

1. University Appeals Board shall serve as the appellate tribunal to hear all requests for reconsideration from the University Hearing Board.
2. Appeals from the judgement of the University Appeals Board may be made to the president of the university.

Procedure for Appeals

1. Making an appeal. Any party as defined in the section Right to Appeal may make a request for reconsideration by filing a written appeal with the office of the vice president for student affairs, who shall acknowledge receipt of such request on a written form. If the VPSA feels the request for reconsideration has

MARCH 1999

MONday 1

- Mid-Semester Grades Due
- "SAFE SPRING BREAK" (sponsored by Bacchus Gamma)

TUESday 2

Purim

- "SAFE SPRING BREAK" (sponsored by Bacchus Gamma)
- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 3

- "SAFE SPRING BREAK" (sponsored by Bacchus Gamma)

THURSday 4

- "SAFE SPRING BREAK" (sponsored by Bacchus Gamma)
- International Discussion Hour - MLK Center - 1:00 PM
- Orchestra Tour

FRIday 5

- "SAFE SPRING BREAK" (sponsored by Bacchus Gamma)
- Orchestra Tour

SATURday 6

- Residence Halls Close

SUNday 7

merit, he/she shall notify the University Appeals Board that a valid request for reconsideration has been filed. Reasons for appealing a decision shall be limited to procedural errors in the original hearing or new information.

2. Time. No request for reconsideration shall be heard by the University Appeals Board unless the written request is filed within forty-eight (48) hours (weekends and university holidays not included), after a decision has been handed down by the University Hearing Board, or unless an excuse deemed sufficient by the VPSA for failure to file is presented.
3. Upon receipt of a request by the VPSA to review a request for reconsideration, the University Appeals Board shall send notice to the University Hearing Board to produce the record of the matter (See Records). If the hearing board fails to produce said record, the appellate board shall either dismiss the original complaint or grant a rehearing in its entirety.
4. Discretion to Hear Appeal. The University Appeals Board shall meet within seven (7) days after the notice is received from the VPSA . After reviewing the request for reconsideration and the written records or audio tapes of the original hearing, the University Appeals Board may choose to:
   a. Deny the request for reconsideration.
   b. Grant a request for reconsideration hearing only on information relative to procedural errors or new evidence.
   c. Conduct a new, complete hearing.

The person(s) being charged, as well as those bringing charges, may be present to hear any decision of the Board.

5. Should the University Appeals Board grant the request for reconsideration hearing or a new, complete hearing, the board shall meet as soon as practicable to hear the appeal. The secretary of the appellant board shall notify all concerned parties, in writing, of the day, hour and place the request for reconsideration shall be heard. The appellant shall also be notified at this time of his/her rights at the hearing of the request for reconsideration.

Individual Rights at Hearing of Appeal

1. In any case where a rehearing is given, the appellant(s) and the respondent(s) shall have all the rights as if this were a hearing in the first instance.
2. In all other cases, the appellant(s) and the respondent(s) shall have the right to be present at the hearing of the request for reconsideration and to present arguments personally or through the person of his/her choice.

Conduct of Hearing Requests for Reconsideration

1. Except where a rehearing is given, the request for reconsideration shall be limited to a consideration of those procedural errors or new information pointed out by the appellant in the request.
2. The conduct of the hearing of the request for reconsideration shall proceed as follows:
   a. The appellant or personal representative shall present his/her arguments.
   b. The respondent shall follow the appellant and present his/her arguments.
   c. The appellant shall then present any rebuttal argument.
   d. The respondent shall follow and present any rebuttal argument.

MONday 8
International Women's Day

- Spring Holiday - No Classes

TUESday 9

- Spring Holiday - No Classes

WEDNESday 10

- Spring Holiday - No Classes

THURSday 11

- Spring Holiday - No Classes

FRIday 12

- Spring Holiday - No Classes

SATURday 13

SUNday 14

- Teal/Galloway Joint Voice/Trumpet Faculty Recital - Steadman - 7:00 PM

3. The length of the arguments shall be determined by the board.
4. The appellant justices may, at any time, question the petitioner on any relevant point.

Decision

1. After the hearing of a request for reconsideration, the appeals board may:
   a. Uphold the original decision.
   b. Reduce the original decision.
   c. Spend the original decision.
   d. Dismiss the original decision.
2. In all cases, after the argument, the parties shall withdraw and the board members may deliberate or wait the period of time provided in this section.
3. A decision may be rendered in writing within five (5) days from the time of the argument.
4. Any appellant(s) whose decision is affirmed shall be notified at the time of decision, of his/her right of further appeal.

Records

1. Only hearing boards have the right to maintain written records or audio tape recordings.
2. In any hearing or proceeding before a hearing board, either an audio tape or a summary record noting all pertinent matters (names of witnesses, objections and rulings) will be made.
3. The records of the hearing board shall not be public records. They shall only be read by authorized persons designated by the vice president for student affairs. All matters therein contained shall be regarded as confidential. It shall be grounds for removal of any board member who reveals any matter in any record.
4. All records shall be retained for a reasonable amount of time, not to exceed two years.
5. All records shall be kept in an area designated by the office of the vice president for student affairs.
6. The costs of making copies of records shall be paid by the defendant if copies are requested.

LIBRARY

1. The library is located on the first four floors of North Hall and has several special features to promote the efficient use of information in both printed and electronic forms. The library has been designed to highlight traditional subject strengths such as those for music and education and also to provide immediate access to electronic information via extensive computer networking.
2. If you need help using the resources housed in the library, there are several service points with the most comprehensive one being the Information Desk on the second floor, north wing. The personnel who staff this area will be able to help you with traditional reference questions on how to use printed and electronic resources and will also provide advice on equipment problems. Other more specialized service points are: 1) the Circulation Desk in the entrance lobby which includes the printed reserve collection, 2) the Media Desk on the first floor, north wing where laptops and other multimedia materials and reserves are

MONday 15

- Alyssa J. Munger Graduate Voice Recital - Steadman - 8:00 PM

TUESday 16

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 17

St. Patrick's Day

- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM
- Music Therapy Conference

THURSday 18

- Music Therapy Conference
- Comedian - Zanzibar - TBA - followed by regular Zanzibar Program
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 19

- Music Therapy Conference
- Karaoke Night with Bobby K. - Zanzibar - 9:00 PM
- Last Day to Withdraw From a Course
- Regular Zanzibar - Following Karaoke
- Intercollegiate Band - Steadman - TBA

SATURday 20

First Day of Spring

- Music Therapy Conference
- Intercollegiate Band - Steadman - TBA
- Regular Zanzibar - TBA
- Baseball @ Kutztown - 1:00 PM

SUNday 21

Naw-Ruz

- Intercollegiate Band - Steadman - TBA

located, and 3) the Microfilms/Periodicals Desk in the atrium on third floor. Printed brochures available throughout the library provide answers to commonly asked questions about library resources and services.

LIBRARY POLICIES

1. A Mansfield University ID card is necessary each time any materials are checked out including library use only reserve items. ID cards and circulation privileges are not transferable and are intended for use only by the person in whose name they were issued. A lost or stolen ID card should be immediately reported at the Circulation Desk.
2. General circulating materials such as books, curriculum guides, government documents, kits, pictures, tests, and textbooks circulate for a four week period for students (2-week grace period) Other item loan types include:
   * Bestsellers - two weeks (1-week grace period)
   * Laptop computers - library use only
   * Media Materials - audio and video cassettes, phono discs, compact discs, and audio and video cassette players - one week (no grace period)
   * Periodicals - overnight (may be checked out one hour before the library closes and returned during the first hour the library next opens)
   * Reserve Materials - loan periods are assigned by the professor and are as follows: library use only, one day, three days, or one week
3. Most items may be renewed in person (please no telephone calls) unless reserved for another patron. Renewals may be made without having the materials present if the patron has a Mansfield University ID card.
4. A patron may place a hold on any item that is in circulation except for course reserves. When the item is available, the requestor will be notified and the item will be held at the Circulation Desk for one week.
5. After an item has been in circulation for two weeks, it may be recalled at the request of another patron. The recall notice will allow one week for the return of an item to the library. Items needed for course reserve will be recalled by the library immediately.
6. All print materials should be returned to the Circulation Desk. Media items must be returned to the Media Desk on the first floor. When the library is closed, books may be deposited in the book return located on the east wall, left of the front entrance. Please do not place media materials in the book return as they are easily damaged.
7. A reminder listing overdue items will be sent to the patron when items are not returned by the due date. Library patrons who return all the listed items within the grace period will not be subject to overdue fines.
8. General circulating items not returned by the end of the grace period are assessed an initial fine of $5.00 per item, increasing $0.10 per day. Overdue reserve materials will incur an immediate fine of $2.00 per day. Certain types of materials have higher fines. All media materials except reserves and laptops circulate for one week with no grace period. Fines: cassette players, cassettes, compact data discs, compact discs, diskettes, filmstrip previewers, kits, microfiche previewers, overlays,
   phono discs, models, realia, slides, tests, video cassettes - $2.00 initial plus $0.10 per day; video players - $10.00 initial plus $10.00 per day.

MONday 22

TUESday 23

- Choral Festival - Steadman - TBA
- Ebony Discussion Hour - MLK Center - 1:00 PM
- Softball @ SUNY-Binghamton - 3:00 PM

WEDNESday 24

- Choral Festival - Steadman - TBA

THURSday 25

- Chinese Golden Dragon Acrobats - Straughn Auditorium - 7:30 PM
- International Discussion Hour - MLK Center - 1:00 PM
- Softball @ Home vs Lock Haven - 2:30 PM
- Baseball @ Lock Haven - 1:00 PM

FRIday 26

- 5-Star Dining - Manser/North Dining - 6:00 PM
- Regular Zanzibar Program - 10:00 PM - 2:00 AM

SATURday 27

- Jazz Festival Concert - Steadman - 7:30 PM
- Movie Madness Campover at Zanzibar BYOB (Bring your own sleeping bag) - 9:00 PM
- Softball @ Home vs Kutztown University - 1:00 PM
- Track @ Susquehanna - TBA (Outdoor)
- Baseball @ West Chester - 1:00 PM

SUNday 28

Palm Sunday

- Baseball @ HOME vs St. John Fisher - 1:00 PM

9. All patrons are responsible for replacement fees for lost or non-returned items. Charges will be based on an average price for the item plus a $10.00 processing fee. Refunds for materials returned to the library after replacement charges have been paid are given only if the item has not been replaced or withdrawn from the collection.
10. Unpaid fines or an excessive number of overdues will result in a loss of borrowing privileges. Unresolved charges will be turned over to the Revenue Office for collection resulting in a block on future class registrations and transcript requests.
11. The library uses an electronic security system which detects any materials which are not checked out. Individuals who attempt to leave the library with materials that have not been checked out from the library are automatically referred to the University Police.
12. Food, beverage, and tobacco products may not be used in the library.

UNIVERSITY CLUBS AND ORGANIZATIONS

Clubs and organizations at Mansfield University provide a full range of opportunities for social, cultural, ethnic, recreational, and educational experiences. Students are encouraged to expand their education with out-of-class activities.

PROCEDURES FOR UNIVERSITY RECOGNITION OF CAMPUS ORGANIZATIONS

1. The organization must complete a Petition for University Recognition. Petitions are available in the Office of Student Affairs, 516 North Hall.
2. Petitions will be reviewed by the vice president for student affairs, and, if appropriate, other university departments may be consulted as part of the review.
3. Upon completion of a satisfactory petition review, the organization will receive an official letter of recognition.
4. Organizations that receive an unsatisfactory petition review may appeal directly to the vice president for student affairs.

DEFINITION OF RECOGNITION

An organization that receives university recognition is authorized to use the name of the university, to utilize physical facilities, to utilize the services of Mansfield University and to recruit and accept new members from the university community. Organizations who receive university recognition are not automatically recognized by the Student Government Association. Student Government recognition is by petition to that body.

CRITERIA FOR RECOGNITION

1. The stated purpose of the organization must be consistent with the purpose and goals of Mansfield University.
2. Organizational advisors must be members of the faculty or staff or closely related thereto (e.g., alumni).
3. The organization must give evidence of sound organizational structure by submitting either a constitution, charter or a set of written by-laws. An updated copy must be submitted any time changes occur.
4. The organization agrees to utilize the campus' Central Bank (College Community Services, Inc.) as its depository and may not maintain any other accounts without specific approval from the Office of Student Affairs.

March is National Women's History Month

MONday 29

- Fine Arts Series - Hesperus - Steadman - 8:00 PM
- Softball @ Bloomsburg University - TBA

TUESday 30

- Band & Orchestra Festival - Steadman - TBA
- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 31

- Band & Orchestra Festival - Steadman - TBA
- Softball @ Home vs Millersville University - 2:30 PM

THURSday 1

April Fool's Day
Passover begins

- Band & Orchestra Festival - Steadman - TBA
- International Discussion Hour - MLK Center - 1:00 PM

FRIday 2

Good Friday

SATURday 3

- Softball @ Shippensburg University - 2:00 PM
- Track @ Ithaca - TBA (Outdoor)
- Baseball @ East Stroudsburg- 1:00 PM

SUNday 4

Easter
Palm Sunday - Eastern Orthodox Christian
Daylight Savings Time Begins - set ahead 1 hour

5. Organizations must submit, on an annual basis, an Annual Recognition Form containing:
   a. The names of officers of the organization.
   b. The name(s) of the organization's advisor(s).
   c. The time, day and place of regularly scheduled meetings.
6. Organizations which require initiation of new members must submit an outline of those procedures for each semester in which initiations are conducted and participate in a seminar on initiation practices.
7. Organizations must meet their financial obligations to the university and/or external creditors in a timely fashion.

RESPONSIBILITIES OF A RECOGNIZED ORGANIZATION

Upon its designation as a recognized organization, an organization agrees that it will adhere to university policies as recorded in official university publications including the Catalog and the Password. In addition, recognized organizations agree to function in a manner that will be consistent with the educational goals of Mansfield University.

RULES GOVERNING OFFICE HOLDING

Scholastic requirement for seniors, juniors, sophomores, and second semester freshmen, is an average of C, or 2.0 at the time of the elections. Requirement for first semester freshmen is to have a ranking in the upper half of the high school class.

Student organizations are normally active only during the academic year, September through May.

The university will not assume any responsibility for the collection of any financial account of any member of campus organizations.

INITIATION PRACTICES POLICY

ALL organizations that require an initiation process must abide by the following rules and regulations when developing a program by which persons become members of the organization.

The university believes that an effective organization is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. While social behavior cannot be legislated, an organization without morally sound precepts and practices is not a constructive influence on university students.

An organization has a solemn obligation in the development of its pledges and members and that this responsibility extends alike to the institutions where it is represented, to parents and others who make possible the education of pledges for good citizenship and to the university of which it is a part.

Despite the fact that much progress has been made, one of the most damaging instruments to any organization is the employment of a program of education which includes hazing. This unproductive, ridiculous and hazardous custom has no rightful place in any university.

MONday 5

- Registration for Fall Semester Begins
- Baseball @ Shippensburg - 1:00 PM

TUESday 6

- Ebony Discussion Hour - MLK Center - 1:00 PM
- Softball @ Home vs West Chester University - 3:00 PM
- Stephanie Gromlich/Liane Kuznick Joint Senior Piano Recital - Steadman - 2:00 PM

WEDNESday 7

- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM
- Talent Show - Coffeehouse - TBA (Preliminary - Finals will be held 4/28/99 @ Coffeehouse)
- Concert Choir Tour

THURSday 8

Wesak

- Concert Choir Tour
- International Discussion Hour - MLK Center - 1:00 PM
- Premium Dining - Manser/North Dining - 4:30 PM
- Softball @ East Stroudsburg University - TBA
- Baseball @ Millersville - 1:00 PM

FRIday 9

Holy Friday - Eastern Orthodox Christian

- Concert Choir Tour
- Regular Zanzibar - 10:00 PM - 2:00 AM

SATURday 10

- Jazz Ensemble Concert - Steadman - 8:00 PM
- **INTERNATIONAL FESTIVAL** - Manser/North Dining - 5:30 PM
- Regular Zanzibar - 10:00 PM - 2:00 AM
- Stephanie Gromlich/Liane Kutnick Joint Senior Piano Recital - Steadman - 2:00 PM
- Track @ Shippensburg - TBA (Outdoor)
- Baseball @ Bloomsburg - 1:00 PM

SUNday 11

Easter - Eastern Orthodox Christian

- Concert Choir Concert - Steadman - 3:00 PM
- Symphonic Band Concert - Steadman - 8:00 PM

The university defines hazing as any action taken or situation created, intentionally, whether on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.

Initiation Rules and Regulations

1. All new membership activities will be non-alcoholic in nature, for both the new, current, and alumni members.
2. No person shall engage in activity which involves compelling a person to remain at a certain place or involves transporting someone without their knowledge or consent.
3. Chairings, "poling", pledge walks, or other similar "traditional" activities involving any person (new, associate member, member, affiliate, guest) are not permitted as a membership activity or at any other time.
4. No prescribed organization membership-related activity shall be required of any person (new, associate, member, affiliate, guest) between the hours of 11 p.m. and 8 a.m.
5. In cases where membership-related activities are carried out in a campus living unit, the ADRL must approved the activity prior to the event.
6. Each organization must submit a new member program to the university as directed.
7. Any willful destruction or removal of public or private property is prohibited.
8. Membership related activities should be kept within properly reserved space and, generally, should not be conducted in "public".
9. All new/associate member activities must end two weeks prior to final exams.
10. Actions and activities which are explicitly prohibited include but are not limited to the following:
    a. Activity which interferes with scholastic activities or participation in other university events;
    b. Total nudity at any time or dress which is inconsistent with weather conditions;
    c. Dropping food into mouths or the forced consumption of any food, alcohol, drug or other substance;
    d. Paddle swats, beating, whipping, branding or any brutality of a physical nature;
    e. Individuals awakened during the night or sleep deprivation;
    f. Road trips or kidnap of individuals;
    g. Assigning pranks such as stealing, panty raids or harassment of another organization;
    h. Active members intentionally "messing up" an area for the associates/ pledges to clean;
    i. Calling new/associate members names, yelling or screaming at them;
    j. Causing less than eight continuous hours of sleep for new/associate members each night;
    k. Creation of excessive fatigue, requiring calisthenics physical or psychological shocks, quests, treasure hunts, scavenger hunts, publicly wearing apparel which is conspicuous and not normally in good taste, engaging in public stunts and buffoonery;
    l. Forced exclusion from social contact, forced conduct which could adversely affect the mental health or dignity of the individual.

MONday 12

- Softball @ Kutztown University - TBA
- Baseball @ SUNY -Binghamton - 1:00 PM

TUESday 13

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 14

New Year (Cambodia)
Vaisahki

- Softball @ Home vs Bloomsburg University - 3:00 PM
- Talent Show - Coffeehouse - TBA (Preliminary - Finals will be held 4/28/99 @ Coffeehouse)
- Track @ Home vs Lock Haven & Bloomsburg - 3:00 PM (Outdoor)
- Baseball @ HOME vs Ithaca - 3:30 PM

THURSday 15

New Year (Cambodia)

- Comedian - Zanzibar - 9:00 PM
- International Discussion Hour - MLK Center - 1:00 PM
- PMEA - Valley Forge

FRIday 16

New Year (Cambodia)

- PMEA - Valley Forge
- Regular Zanzibar - 10:00 PM - 2:00 AM

SATURday 17

- PMEA - Valley Forge
- Regular Zanzibar - 10:00 PM - 2:00 AM
- Softball @ Millersville University - TBA
- Track @ Lafayette - TBA (Outdoor)
- Baseball @ HOME vs West Chester - 1:00 PM

SUNday 18

- Symphonic Band Concert - Steadman - 3:00 PM
- Greek Week
- Sexual Assault Awareness Week (sponsored by MUAA)
- Baseball @ SUNY - Courtland - 1:00 PM

10. For purposes of definition, any activity described in this policy upon which the initiation or admission into, affiliation with or continued membership in an organization is directly or indirectly conditioned shall be presumed to be "forced" activity, the willingness of an individual to participate in such activity notwithstanding.

IMPLEMENTATION

Each organization is responsible for informing members (new, associate members, affiliates, guests) of the above policy.

Individuals and/or organizations will be held responsible for group activity in the event these policies are violated. Violations will be handled by the University Hearing Board and/or court action.

In addition to the preceding university regulations, current Commonwealth of Pennsylvania law specifically states that, "Any person who causes or participates in hazing commits a misdemeanor of the third degree." Any penalties imposed under state law will be in addition to those imposed under institutional rule violations. Infractions in these areas shall be considered violations of university policies.

REGISTERING AN EVENT

All events which are open to the entire campus must be registered and cleared on the Activities Calendar. Forms to register an event are available in the Student Activities Office, 209 Memorial Hall. Posting of any materials in Memorial Hall must be cleared through the Student Activities Office.

There are over ninety clubs/organizations active on campus. Information concerning their specific activities, time, date, place of meeting and who to contact for more information about a particular organization is available at the Student Affairs Office, 516 North Hall.

As a student at Mansfield University you are responsible for knowing the policies and procedures currently in effect. These are outlined on the following pages. You are also to refer to the Policies and Procedures for current information on all programs and other policies. The document is your contract with the university. Provided you have not interrupted your education, you are bound to the Policies and Procedures Manual in effect at the time you started as a freshman, with exceptions that may occur. Copies are maintained in academic departments, by advisors, and in the library.

Rev.3/98

MONday 19

- Greek Week
- Sexual Assault Awareness Week (sponsored by MUAA)
- 10th Annual Student Affairs Outstanding Student Service Awards Banquet - Manser/North Dining 7:00 PM
- Baseball @ HOME vs Kutztown - 1:00 PM

TUESday 20

- Greek Week
- Sexual Assault Awareness Week (sponsored by MUAA)
- Ebony Discussion Hour - MLK Center - 1:00 PM
- Softball @ Home vs Shippensburg University - 3:00 PM

WEDNESday 21

Ridvan

- Greek Week
- Sexual Assault Awareness Week (sponsored by MUAA)
- Talent Show - Coffeehouse - TBA (Preliminary - Finals will be held 4/28/99 @ Coffeehouse)

THURSday 22

Earth Day

- Greek Week
- Sexual Assault Awareness Week (sponsored by MUAA)
- International Discussion Hour - MLK Center - 1:00 PM
- Softball @ West Chester University - TBA
- Baseball @ HOME vs East Stroudsburg - 1:00 PM

FRIday 23

- Greek Week
- Sexual Assault Awareness Week (sponsored by MUAA)
- 5-Star Dining - Manser/North Dining - 6:00 PM
- Orchestra Concert - Steadman - 8:00 PM
- Regular Zanzibar - 10:00 PM - 2:00 AM

SATURday 24

Armenian Martyrs' Day

- Sexual Assault Awareness Week (sponsored by MUAA)
- Festival Chorus Concert - Steadman - 8:00 PM
- Regular Zanzibar - 10:00 PM - 2:00 AM
- Small Ensemble Concert - Steadman - 3:00 PM
- Softball @ Home vs East Stroudsburg University - 1:00 PM
- Track @ Millersville - TBA (Outdoor)
- Baseball @ HOME vs Shippensburg - 1:00 PM

SUNday 25

- Wind Ensemble Concert - Steadman - 3:00 PM
- Baseball @ Edinboro- 1:00 PM

MONday 26

- Academic Honors Banquet - Manser/North Dining - TBA
- Baseball @ HOME vs SUNY - Cortland - 3:30 PM

TUESday 27

- Ebony Discussion Hour - MLK Center - 1:00 PM

WEDNESday 28

- Nutrition Education - Manser/Main Dining - 11:00 AM - 1:00 PM
- Talent Show Finals - Zanzibar - 8:00 PM
- Baseball @ Millersville- 1:00 PM

THURSday 29

- International Discussion Hour - MLK Center - 1:00 PM

FRIday 30
Arbor Day

- Spring Semester Classes End
- Baseball @ Ithaca - 3:30 PM

SATURday 1

- Reading Period
- Track @ Lock Haven - TBA (Outdoor)
- Baseball @ HOME vs Bloomsburg - 1:00 PM

SUNday 2

- Reading Period

MONday 3
- Final Examination Period

TUESday 4
- Final Examination Period

WEDNESday 5
Cinco de Mayo
- Final Examination Period

THURSday 6
- Final Examination Period

FRIday 7
- Residence Halls Close

SATURday 8
- Spring Commencement
- Track @ PSAC - TBA (Outdoor)

SUNday 9
Mother's Day

MONday 10

• Spring Semester Grades Due (12:00 Noon)

TUESday 11

WEDNESday 12

THURSday 13

Ascension Day

FRIday 14

SATURday 15

Armed Forces Day

SUNday 16